

# TOWN OF WEST HARTFORD, CT

## EMERGENCY OPERATIONS PLAN

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Submitted by:

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\_\_\_\_\_  
Date

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Chief Executive Officer

\_\_\_\_\_  
Date

# **TOWN OF WEST HARTFORD EMERGENCY OPERATIONS PLAN**

## **DISTRIBUTION LIST**

Administrative Services Director  
American Medical Response, Inc.  
American Red Cross  
Chief Executive Officer/Town Manager  
Community Services Director  
Connecticut Light and Power (1)  
Corporation Counsel (3)  
Director of Emergency Management  
Employee Services Director  
Emergency Operations Center (3)  
Financial Services Director  
Fire Department (10)  
Health District Manager (5)  
Human and Leisure Services Director (5)  
Library Director (4)  
Metropolitan District Commission (2)  
Plant and Facilities Services (5)  
Police Department (12)  
Public Works Director (5)  
Department of Emergency Management and Homeland Security, Region III  
Town Clerk  
Town Council (10)  
West Hartford School System (20)

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# **Town of West Hartford Emergency Operations Plan**

## **TOWN OF WEST HARTFORD EMERGENCY OPERATIONS PLAN**

### **I AUTHORITY**

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, Town Ordinances, Charter Provisions or Special Acts as may be applicable.

### **II MISSION**

To maximize survival of people, prevent and/or minimize injuries, and preserve property and resources in the Town of West Hartford by making use of all available manpower, equipment, and other resources in the event of natural or man-made disasters.

### **III PURPOSE**

The purpose of this emergency operations plan is to:

1. Provide direction and control and the continuity of government.
2. Provide for the integrations of resources and capabilities of town government and the private sector for hazard mitigation, survival and recovery operations.
3. Define the role and responsibilities town government and other organizations.
4. Provide a basis for preparation of detailed emergency operating procedures

### **IV SITUATION AND ASSUMPTIONS**

#### **A. SITUATION**

The West Hartford form of government is the council-manager type. The nine-member council serves for a two-year term of office. The council elects one its members to the office of Council President. The Council President is the Mayor of the town. At least three members of the council are of the minority political party. The Town Manager is the Chief Executive Officer and is appointed by the council. The Town Manager is responsible for directing the programs and implementing the policies by the Town Council. The department heads are appointed by and responsible to the Town Manager.

Situated in North Central Connecticut, West Hartford is a highly developed residential community with a population of approximately 62,000 people in an area of 22.4 square miles. The daytime and nighttime population does not change significantly. Bordering towns are Bloomfield, Newington, Farmington, Avon, and the City of Hartford. The town is located in the Connecticut River Valley and with a gently rolling and heavily

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wooded topography. Approximately 5.0 square miles of the town is a wooded reservoir area. The western side of town rises 850 feet up the side of Avon Mountain. The center of town is approximately 200 feet above sea level. The topography is relatively flat from north to south. West Hartford is six miles long in a north-south direction and four miles wide.

The residential areas range from low-density single-family houses in the western and northern sections of the town to high-density multi-story apartment buildings in the center, eastern, and southern areas of town. There are 18,800 dwelling units in the town. The single-family dwellings are generally frame-constructed units with basements. Most of the apartment buildings in West Hartford are of steel masonry construction and generally limited to three stories. There are however, three apartment complexes that range from four to seven stories in height. There is one four-story motel with 56 units.

Although primarily residential there are industrial areas in West Hartford. These areas are concentrated in the southeastern portion of town. There are a total of 205 industrial buildings in West Hartford. Principal industries are involved with the manufacture of turbines, automobile parts, ball bearings, electrical supplies, small tools, air conditioning units, plastics, machinery, small arms, and precision tools.

Commercial buildings, which adequately serve the needs of the population of West Hartford and other communities, are located within seven major shopping areas: Bishops Corner, Corbins Corner, West Hartford Center, Park Road, Elmwood, Prospect Plaza and Sunset Triangle. There are 2,683 commercial buildings to the town. These buildings vary from one to seven stories in height. Most of the commercial buildings are of steel, concrete and masonry construction.

Major east-west highways through the town include Interstate 84 in the southern portion of town, U. S. Route 44 (Albany Avenue) and Connecticut Routes 4 (Farmington Avenue) and 6. Interstate 84 is a six lane (through West Hartford) limited access highway which offers six interchanges in the town. Major north-south roads are Mountain Road, Main Street, Trout Brook Drive, Quaker Lane, Prospect Avenue and Connecticut Route 173 (Newington Road). There are 246 miles of roads in West Hartford including 15 miles of state roads and 15 miles of private roads.

The main line of the Amtrak/Conrail Railroad and CSX Freight Lines running from New Haven to Hartford passes through the southeastern corner of the town but offers no passenger service facilities to the town. There are ten freight spurs and/or sidings for freight cargo in the industrial area of town. Additional public transportation facilities include regularly scheduled bus transportation provided by the Connecticut Company. Van (Dial-a-Ride) transportation for the elderly is provided by the town department of Human Services. Vans are available through the division of Social Services

Under emergency conditions there are additional vehicles, which may be available; a substantial fleet of postal service vehicles located at three post offices in town and vehicles and drivers from the Army Reserve unit. The Berry-Rosenblatt Army Reserve

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Center is situated at 700 South Quaker Lane. The town currently has approximately 150 over the road vehicles, which could be utilized for disaster operations. Bradley International, a state airport, is located 17 miles north of town. Major passenger and freight carriers serve the airport facility. West Hartford is in the approach pattern for the airport. Brainard Airport is situated approximately four miles east of the town in Hartford. Small airports are also located in the neighboring communities of Simsbury and Plainville.

There are no major waterways flowing through the town. Trout Brook and Piper Brook empty into the south branch of the Park River at the southeast town line. There are four flood retention basins running from north to south in the western section of town. Flood control structures and dikes protect the flood plain of the southern reach of Trout Brook from Park Road to the Hartford City line. There are twenty-seven dams in the town. The nine major dams are situated in the following areas: Reservoir Number Six near Albany Avenue; Reservoir Number five west of Canal Road; Reservoir Number One on Farmington Avenue; one just south of Albany Avenue; one on Wyndwood Road; one at the end of Asylum Avenue; one on Tunxis Road; one near the American School for the Deaf facilities; and one near Wood Pond. Two of these dams are part of the flood retention basin. Fourteen moderately sized bodies of fresh water are available to be used as an emergency water supply for firefighting or to satisfy other water needs.

Utilities serving the community include Northeast Utilities, the Southern New England Telephone Company, the Connecticut Natural Gas Company, the Metropolitan District Commission, and the Connecticut Light and Power Company. Underground gas mains maintained by the Connecticut Natural Gas Company feed a major portion of the town residences, industrial and commercial sectors. The Tennessee Gas Company maintains a large underground gas transmission main. It enters at the southwestern section of town and travels northward across Albany Avenue at a point west of reservoir number six and on to the north of town into Bloomfield. The southern New England Telephone Company has two exchange buildings in town on S. Main Street and Prospect Avenue.

The public water supply is provided through a gravity feed system operated by the Metropolitan District Commission (MDC). The western portion of the town is further equipped with auxiliary primary and secondary pump stations. There are five reservoirs located in the western and northwestern sections of town. Total water capacity of these reservoirs is approximately four (4) billion gallons. The watershed for these reservoirs is located in northwestern Connecticut in the towns of Barkhamsted, New Hartford and Colebrook.

The water is transmitted to West Hartford by pipeline. There is a 500,000-gallon water storage tank located at Kilkenny Rocks, west of Canal Road. The filtering systems are located adjacent to the reservoirs. Some of the reservoirs are connected together by an underground grid system utilizing 6 inch to 54-inch transmission mains. A fire hydrant (approximately 1550) system is available in all areas of the town. The MDC operates the sanitary sewer system. The MDC at the Hartford Water Pollution Control Plant provides sewer treatment service.

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There are no general hospitals in West Hartford. Hospitals located in the area are Hartford Hospital, Saint Francis Hospital, Connecticut Children's Medical Center, and Dempsey Hospital (University of Connecticut Medical Center). All of the hospitals have emergency room facilities. There are nine convalescent homes, some of which have emergency electrical generators, serving the community. Three veterinary hospitals are also located within the town.

There is one private commercial ambulance company that provides ambulance and paramedic services to the resident of West Hartford on a 24-hour per day basis. Emergency ambulance services are dispatched by the Emergency Reporting Center. The police and fire departments have trained emergency medical personnel, support vehicles and equipment that can supplement the contractor.

The West Hartford public school system consists of fifteen (15) schools; 11 elementary schools consisting of grades K through 5, 2 junior high schools and 2 senior high schools. The population of the public school system is approximately 10,000 students. The public schools have cooking and eating facilities. Conard and Hall High Schools have limited auxiliary electrical generating equipment. There are 6 parochial elementary schools and 4 other private schools. All of the private schools have cafeteria facilities. The 10 private schools have a combined enrollment of approximately 3,000 students. The West Hartford Branch of the University of Connecticut is situated at 1800 Asylum Avenue. Other institutions of higher learning are Saint Joseph College located on Asylum Avenue and the University of Hartford at 200 Bloomfield Avenue. The University of Connecticut Cooperative Extension Services is also located in West Hartford. The American School for the Deaf serves the needs of the state and adjacent areas. There are also 35-day care centers and 78 family day care providers in the community.

Paid full-time police and fire departments provide public Safety. Police Department headquarters is located at 103 Raymond Road. The department consists of 126 sworn personnel. There are 44 two-way radio equipped police vehicles with CAPTAIN mobile digital terminals. Officers in the field utilize portable hand-held radios. The Emergency Reporting Center (E911 PSAP Reporting location) is located at police headquarters. Communications equipment enables the department to communicate directly with adjacent police agencies, the state police and State Motor Vehicle Department.

The Fire Department consists of 92 full-time officers and firefighters operating out of five fire stations and headquarters. Headquarters is located at 95 Raymond Road and houses the Fire Chief and all support divisions of the department. There are 7 pieces of firefighting apparatus. Four (4) fire engines, one 100 foot elevating platform, one 75 foot Quint and one 100 foot Quint are housed in the five stations. Additional vehicles include one mechanics service truck, five automobiles, one decontamination trailer, and one special hazards truck. All vehicles are equipped with two-way radios and assorted hand held portable radios. Each fire station has emergency electrical generating equipment and a mobile type radio. The fire stations are utilized as reception centers for citizens needing shelter accommodations.

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The fire department (through the Emergency Management Division) also sponsors an all volunteer Community Accountability and Identification (CAID) Team under the auspices of the State Department of Emergency Management and Homeland Security and the Statewide Citizen Corps Council. The CAID team is a Community Emergency Response Team (CERT) and consists of 25 volunteers trained in various emergency support functions under this emergency operations plan.

Media communications serving the local area include the following newspapers, radio and television stations: The Hartford Courant, the West Hartford News, radio station WTIC (AM 1080), WDRC (AM 1360), WCCC (AM 1290), and WRCH in Hartford; television stations (Channel 3 – CBS), WTNH (Channel 8 – ABC), and WVIT (Channel 30 – NBC). **Emergency messages are broadcast over GATV Channel 5 and AM1630 on a continuous basis when necessary.**

There are no food warehouses in town but there are several large supermarkets with large inventories of food. It is anticipated however, that the food stores may not be a reliable source of supplies depending on the situation. Drugs are also available at local drug stores. However, the West Hartford Bloomfield Health Director would be the first source of emergency medical drugs. There is a limited supply of liquid propane (LP) gas in the industrial areas and some of the apartment complexes. There are 21 gasoline stations in town; there is no bulk public storage of gasoline in the town. The town stores limited amounts of diesel fuel and #2 heating oil.

The electric transmission lines and sub-stations are regarded as potentially hazardous. Failure of the electric transmission lines would be of limited significance if alternate routes of electric power remain in service. Loss of local electric distribution systems can occur in severe wind or ice storm conditions.

The West Hartford Emergency Operations Plan (EOP) recognizes that special hazards can occur that will require special skills from emergency personnel and the support system provided through the Regional Emergency Support Plan (RESP) Plan.

In a major emergency, West Hartford is part of a 41-town group comprising the Connecticut Office of Emergency Management and Homeland Security, Region III. In anticipation of the need for reducing the response time for assistance from agencies of state government, West Hartford will inform the Region III officer immediately of the nature of the developing emergency and assistance likely to be needed. Communications with the Region III office is available by radio, fax or phone.

Assistance from state agencies may be secured by requests to the Region III office, or through normal points of contact. In either case, the Region III office will be kept continuously informed of steps taken to secure aid in major emergency situations.

The Town of West Hartford is vulnerable to all types of natural and man-made disasters. Public shelters have been designated in all buildings with secure basement areas. Currently, buildings in the town could accommodate all residents. There are a number of

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shelters and mass care facilities that have been designated for use in other disasters (Annex F) and man-made emergencies.

### **B. ASSUMPTIONS**

The following assumptions with regard to emergency/disaster situations may be made:

- An emergency or disaster can affect the town at any time.
- Various types of emergencies can cause the loss of electrical power, telephone service, and other utilities, resulting in a major threat to government operations and the health and safety of our citizens.
- Normal resources may not be sufficient depending on the emergency.
- Advanced warning may be received in some types of emergencies.
- An incident simultaneously affecting other communities may limit available mutual aid resources.

### **V. ORGANIZATION**

#### **A. CHIEF EXECUTIVE OFFICER'S EMERGENCY RESPONSIBILITIES**

The Town Manager is the Chief Executive Officer of the town. As Chief Executive Officer (CEO), the town manager has the responsibility to carry out emergency management activities to protect life and property within the town prior to and during any emergency or disaster. When the situation dictates, the CEO may request assistance from either the state or federal government.

#### **B. AUTHORITY OF THE CHIEF EXECUTIVE**

The CEO has direct control over all town departments, agencies and offices. Only the Governor of the State of Connecticut in state-declared emergencies or the President of the United States in declared national emergencies shall limit this authority. The CEO also has a cooperative relationship with agencies that are external to local government or are of a volunteer nature.

#### **C. MAYOR**

Chapter III, Section 8 of the West Hartford Town Charter: State of Emergency reads:

*Whenever a public emergency exists or threatens to arise involving lives or property within the town, the Mayor may declare a state of emergency and direct the Town Manager to mobilize, organize and direct the forces of the town and to call upon and cooperate with the forces of the federal government, the state and other political subdivisions. The Town Manager may impose and lift curfews, may summon, marshal, deputize or otherwise employ other persons, or do whatever he may deem necessary for the purpose of meeting the emergency. The Town Manager may obligate the town in an amount of money not to exceed one hundred thousand dollars to cope with such emergency until the council convenes. The termination of the state of emergency shall*

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be determined and declared by the Mayor.” In the absence of the Mayor, the Deputy Mayor shall the power to declare a disaster.

### **D. EMERGENCY MANAGEMENT FORCES (Civil Preparedness)**

For the purposes of clarification, Title 28, Chapter 517, Section 28-10 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 provision of this chapter or any regulation or order there under. 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.

**(The disaster emergency operations chart of organization is attachment 1 to this plan)**

## **VI CONCEPT OF OPERATIONS**

### **A. MITIGATION**

Mitigation is the process of taking measures designed to reduce or minimize the effects of natural or man-made disasters. The town government realizes the need to carry out mitigation efforts for all types of emergencies/disasters. Therefore the town has the following hazard reduction measures in place:

1. Assign priority for corrective and preventive action to the most severe hazards.
2. Restrict development in hazardous areas consistent with the degree of the risk.
3. Participate in the National Flood Insurance Program.
4. Promote fire prevention.
5. Comply with National Incident Management System (NIMS).
6. Participate in the Capitol Region Emergency Planning Committee and the Regional Emergency Support Plan (RESP) Plan.
7. Work with the private sector to improve hazardous materials storage, use, transportation and disposal.
8. Seek grants for projects engineered to reduce disaster impact.
9. Promote professional development for emergency management and safety personnel.

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### **B.ALERT PHASE**

The alert phase is that period of time from receipt of the initial notification of a potential emergency to the onset of the emergency. All departments of West Hartford town government and supporting agencies will be alerted to the possibility of the impending disaster. The length of time in an alert phase may vary from a few minutes to several weeks depending on the amount of increased readiness that is desired.

#### **ALERT PHASE ACTIONS (not in priority order)**

1. The CEO will call together department heads and brief them on the emergency situation.
2. Following the briefing all department heads will review their responsibilities as outlined in the EOP and their respective annex.
3. Department heads will brief their departments on the EOP and their annex.
4. The EOC will be checked for readiness by the Director of Emergency Management (DEM) and maintained on a stand-by basis.
5. All departments will check emergency equipment and resources.
6. Personnel and or other resources will be staged where necessary.
7. The DEM will inspect all communications and auxiliary generating equipment to ensure its operational readiness.
8. News releases will be prepared for release when directed by the CEO.
9. Preparations will be made to alert the entire population.
10. School officials will take all necessary steps to safeguard the school population.
11. Surrounding communities will be notified.
12. Activate the RESP Plan when deemed necessary.

### **C. 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, and make use of all available personnel, equipment and resources to minimize the effects of the disaster. Some of the emergency phase actions may be performed during the alert phase.

#### **EMERGENCY ACTIONS (not in priority order)**

1. Alert and provide guidance to the public.
2. Conduct necessary evacuations.
3. Activate the EOC or Regional Coordination Center (RCC).
4. Contact the Region III DEMHS office and surrounding communities.
5. Request resources from the state where local resources are insufficient.
6. Conduct emergency operations.

### **D. RECOVERY PHASE**

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This phase is that period immediately following the emergency when actions will be taken to restore the community to normal conditions. The phase begins when the disaster is stabilized to such a degree that recovery operations can begin. Some recovery actions may commence during the emergency phase.

### **RECOVERY ACTIONS (not in priority order)**

1. Continue necessary stabilization operations.
2. Conduct necessary monitoring and decontamination operations.
3. Provide medical assistance.
4. Provide mass care facilities where necessary.
5. Provide transportation for people being relocated.
6. Conduct a damage assessment and plan restoration.
7. Inspect and certify buildings as being safe for habitation.
8. Continue operation of the EOC as necessary.
9. Provide protection from looting and vandalism.
10. Conduct public information briefings
11. Arrange for financial assistance in cooperation with state and federal agencies.

## **VII PLAN ACTIVATION**

The CEO will activate this plan. In local emergencies that have the potential for developing into community disaster proportions, department heads or officials at the scene will evaluate the situation and report to the CEO with recommendations for the activation of the EOP. Activation of the EOP shall be substantially in the form outlined in Attachment 3.

Upon receipt of information that an emergency has occurred or is imminent, the CEO will notify all department and agency heads of the situation and will order such steps to be taken as may be appropriate for the situation. External agencies shall also be given appropriate notice of the emergency.

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

The Town Manager will exercise executive authority over all local emergency and disaster operations through the appropriate department. As the emergency situation requires, the CEO may make special assignments. Such assignments will end immediately upon the termination of the emergency situation. Under Title 28, Section 28-9 of Chapter 517, General Statutes of Connecticut, the Governor has the power to supersede the local chief executive in state declared emergencies.

### **B. OPERATIONAL CONTROL AND DIRECTION OF EMERGENCY FORCES**

A distinction is made between operational control and direction of emergency forces. Operational control consists of the functions of assignment of tasks, designation of objectives and priorities, and such other control to accomplish the mission. Direction of

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Emergency Forces is retained at all times by the appropriate authority and includes the authority to commit to, or withdraw from, emergency operations. When West Hartford forces are operationally engaged with the town, both operational control and direction of emergency forces are retained. When local civil forces are sent to another community, the authority at the scene of the operation exercises operational control, but direction is retained by local authority. Conversely, forces sent to the aid of the Town of West Hartford, civil or military, come under operational control of West Hartford authority, but remain under direction of the parent agency.

### **C. CONNECTICUT PUBLIC LAW 77-232, Section 7-313 (b)**

*Public Law 77-232, Section 7-313 (b) states that the fire officer-in-charge at the scene is the highest ranking line officer directing and managing all tactical activity by the incident command system in response to life safety hazards at the scene. All subordinate fire, police and emergency medical services personnel take direction and respond to requests of the incident commander using the command and control inherent in the incident command system (ICS).*

## **VIII CONTINUITY OF GOVERNMENT**

In order to ensure continuity of town government during a period of emergency resulting from a disaster, the following line of succession shall prevail:

1. Chief Executive Officer (Town Manager)
2. Police Chief
3. Fire Chief

During any period the CEO is unable to fulfill the duties outlined in the EOP because of absence or disability, the person who assumes the position will have all of the powers and responsibilities of the Chief Executive of the Town of West Hartford. Departmental lines of succession shall be contained in each departmental annex. In the event of any such emergency, the CEO will be expected to maintain close liaison with the Mayor and, through the Mayor, with the Town Council.

## **IX MISSION ASSIGNMENTS**

**The Mayor of West Hartford is responsible for:**

- Declaring a state of emergency.
- Directing the CEO to mobilize, organize and direct the forces of the town.
- Terminating a state of emergency.

**The Chief Executive Officer (Town Manager) is responsible for, but not limited to the following functions:**

- Direct, control and prioritize all emergency operations.
- Determine the need for and order protective actions.
- Activating the EOP and the EOC.

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- Organizing all resources to minimize the effect of the emergency.
- Coordinating with volunteer agencies, public utilities and other organizations external to the town government.
- Briefing department heads and associated support agencies.
- Designating a public information officer.
- Coordinating recovery efforts.
- Deciding the level of excess exposure that emergency workers dealing with radiological and/or hazardous materials will incur.
- Determining the re-entry into the hazard area upon consultation with appropriate officials.
- Obtaining periodic emergency situation reports.

### **All Department heads and support agencies are responsible for the following common tasks:**

- Reporting damage observations and emergency information to the EOC.
- Developing a system for alerting and mobilizing departmental personnel.
- Developing written guidance regarding emergency duties and responsibilities of departmental personnel.
- Providing operational and administrative support to departmental personnel during the emergency.
- Assisting with administrative functions.
- Protecting records essential for continuing government functions.
- Cooperating with and assisting the Director of Emergency Management (DEM) in pre-emergency training of departmental personnel.
- Identifying and creating an inventory list of resources and equipment appropriate for use in special or critical facilities and in different types of emergencies.
- Developing procedures for the protection of essential personnel and equipment.
- Ensuring that departmental personnel have made provisions (pre-emergency) for their families during emergency situations.
- Developing a departmental annex to this EOP and update as necessary.
- Support recovery operations.

All town departments, offices and agencies not specifically assigned missions in the EOP will be expected to provide support to the town government for an emergency or disaster.

### **The Director of Emergency Management is responsible for, but not limited to assisting the CEO in the performance of the following functions:**

- Evaluate the emergency, provide report to and advise the CEO.
- Manage the EOC activities and staffing.
- Identify and coordinate mass care and sheltering operations.
- Provide logistical support for the EOC and staff.

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- Develop an alerting system for departments and agencies.
- Maintain and test the primary and secondary communication system.
- Coordinating emergency transportation and support operations.
- *Serves as the Commanding Officer of the CAID team*
- Identifying and maintaining resource inventory list.
- Assist the CEO in coordinating external agency support.
- Supervise volunteer emergency management forces when not assigned.
- Maintain a shelter system with stocking plan and trained personnel.
- Coordinate all phases of EOP training.
- Coordinate regional (RESP Plan) and state assistance.
- Coordinate warning of special needs citizens.
- Collect and display data in the EOC.
- Transmit the disaster effects to the Regional Coordination Center (RCC) and the Region III DEMHS.
- Correct plan deficiencies as determined during the emergency.
- Maintain radio contact with the statewide disaster network.
- Plan for evacuation of the EOC and an alternate sight.
- Develop and maintain the annexes for the EOP.

**The mission assignments for the various departments and functional activities of an emergency are contained in the attached emergency operation plan annexes:**

- Annex A for **Direction and Control** contains information pertaining to the procedures and requirements for activating the EOC and for directing and controlling the conduct of operations during the emergency. The director of emergency management (DEM) is the responsible official for this annex (ROA).
- Annex B for **Communications** contains information regarding the establishment of a message center in the EOC. The DEM is the ROA.
- Annex C for **Warning** provides information on effecting an emergency warning to the public. The director of emergency management is the ROA.
- Annex D for **Emergency Public Information** provides for the dissemination of official emergency information to the public. It also provides emergency instructions and information to support agencies for coordination purposes. The director of human services is the ROA.
- Annex E for **Evacuation** provides information on the evacuation of citizens both into and out of West Hartford. The director of emergency management is the ROA.
- Annex F for **Shelter/Mass Care** contains procedures pertaining to the use of facilities for evacuation, feeding, and sheltering in the event of an emergency. The director of emergency management (DEM) is the ROA.
- Annex G for **Health and Medical** contains procedures for the handling of different types of public health incidents. The director of public health is the ROA.

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- Annex H for **Resource Management** contains guidance on logistical support for disasters and well as procedures for obtaining regional assistance through the Regional Emergency Support (RESP) Plan or state agencies.
- Annex I for **Radiological Protection** will contain the details pertaining to radiological monitoring and protection from nuclear-terrorist fallout in the community. The assistant fire Chief for operations is the ROA.
- Annex J for **Situation Reporting** contains the instructions for the completion of DEMHS Form 233 and reporting to the State of Connecticut.
- Annex K for **Joint Federal/State/Local Preliminary Damage Assessment** contains guidance for applying for disaster relief under the Robert T. Stafford Act (Public Law 93-288).
- Annex L for **Hazardous Materials Emergency Response** contains the plan for handling the most severe hazardous materials situation in the town and region. The Chairperson of Emergency Support Function 10 Hazardous Materials for the Capitol Region is the ROA.
- Annex V for **Volunteer Management** contains the operational information in reference to the CAID Team. The director of emergency management is the ROA.

### X SUPPORT

The government of the town is responsible for the protection and safety of all citizens and property within its boundaries, to the limit of its resources. Mutual aid agreements in effect at the time of the emergency will be used if feasible to do so. Principally local forces, supported by state forces and, as available federal resources will be utilized. Support may be requested from any private or volunteer agency that has the capacity to assist during a disaster.

The Region III Office of the Department of Emergency Management and Homeland Security will support town emergency operations to the extent possible. The federal government may render support depending on the circumstances of the disaster.

**Support defined:** 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 or emergency. Major support organizations include the American Red Cross, Salvation Army, Senior Citizens Groups and public utility companies.

### XI DIRECTION AND CONTROL

The **Emergency Operations Center (EOC)** is the control center from which the CEO will direct disaster operations. The EOC is located on the first floor of police headquarters (103 Raymond Road).

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In natural and man-made disasters, the senior fire officer on the scene or the responsible agency may establish “command” at the incident site. The EOC will be prepared for operations, partially staffed and will standby for further activation if needed.

**“Incident Command” will provide on-scene direction and control in the event of an emergency.** In the absence of an established command, the senior fire officer present shall assume control until relieved (P. L. 77-232, Section 313 (b)). Evacuations will be communicated to the EOC and the CEO where practical. Normally, evacuation orders will originate from the CEO. Incident Command extends to staging areas and access routes and includes operational control authority over all mutual aid forces within the community.

### XII SPECIAL REQUIREMENTS

**Plan development and maintenance:** This plan will be updated when necessary by the DEM. The plan shall be reviewed at least annually. **Departmental annexes:** It shall be the responsibility of the “responsible official for the annex (ROA)” from each department and agency to prepare and update annexes and forward to the DEM. **Disaster emergency records:** Each department and agency is required to keep accurate records of all actions taken during the emergency and all funds expended by purchase or otherwise must be accounted for by receipts and written records in detail. **Exercise requirements:** The EOP shall be exercised annually in accordance with federal, state, and local requirements. The DEM is responsible for exercise planning, scheduling and coordination.

### XIII 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 Connecticut as amended, The State of Connecticut Emergency Operations Plan, and Federal guidance under the National Response Act and National Incident Management System.

The EOP for the town will become effective upon signing by the Town Manager as the CEO. 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.

#### Prepared and submitted by:

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William H. Austin, Director of Emergency Management

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Date

#### Approved by:

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Ron VanWinkle, Town Manager/Chief Executive Officer

\_\_\_\_\_  
Date