

WALLINGFORD, CONNECTICUT

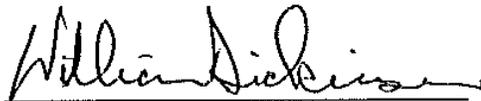
ALL HAZARDS EMERGENCY RESPONSE PLAN

This All Hazards Emergency Response Plan (EOP) is intended to conform to the terms, conditions and requirements of Section 28-7(a) of Title 28, Chapter 517 of the Connecticut General Statutes as amended, the State of Connecticut Emergency Operations Plan, and such Federal Acts and Regulations as may be applicable. The plan is also intended to conform to the National Incident Management System (NIMS). The document will serve an umbrella plan for multiple required plans including LEPC, Public Health, and Emergency Management.

The document has been developed by the town's Local Emergency Planning Committee in accordance with the guidance provided in publication CPG 1-8 (Guide for the Development of State and Local Emergency Operations Plans) published by the Federal Emergency Management Agency (FEMA) and the National Response Plan.

Upon the approval of this document by the Chief Executive Officer, all local government departments, agencies, offices and all local Emergency Management (Civil Preparedness) forces shall carry out the duties, functions and responsibilities assigned herein.

Approved by:



William Dickinson  
Mayor

6/5/13  
Date



Peter J. Struble  
Fire Chief  
Civil Preparedness Director  
Emergency Manager

6/5/13  
Date

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Area 2 Office of Emergency Management  
Other Departments and Commissions  
External and Support Agencies as necessary

TOWN OF WALLINGFORD  
ALL HAZARDS EMERGENCY RESPONSE PLAN

**BASIC PLAN**

**I. Introduction**

- A. Purpose: The purpose of this Emergency Operations Plan is to:
1. Provide for direction and control and the continuity of government in disaster situations.
  2. Provide for the integration of resources and capabilities of municipal government and the private sector for hazard mitigation, survival and recovery operations when any disaster threatens or occurs.
  3. 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 man-made, natural, technological, nuclear or other enemy attack.
  4. Provide a basis for the preparation of detailed emergency operating procedures and training by local government, and support organizations assigned emergency responsibilities.
- B. Organization of the Local Response Plan: The plan consist of the following sections:
- a. The **Basic Plan** presents the policies and concept of operations that guide how local government will deal with a local disaster. It also summarizes planning assumptions, response and recovery actions, and responsibilities.
  - b. **Emergency Support Function Annexes** describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in the implementation of key response functions.
  - c. **Incident Annexes** describes the mission, policies, concepts of operation, and responsibilities in those specific events that require a unified response under the local emergency response plan.

**II. Policies**

- A. 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.

### **III. Planning Assumptions**

- A. 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.

### **IV. Concept of Operations**

- A. General - Most emergencies are handled by emergency services on a routine basis. As these emergencies escalate local first responders can utilize a system of mutual aid to obtain additional assets to the emergency scene. Through the use of the incident command system the assets on these emergency scenes can be effectively managed. When the number of required assets or the geographic area exceeds the on scene incident commanders ability to control the situation the emergency operations plan must be implemented.
- B. Concurrent Implementation of Local Agency Plans - This plan is an all hazards plan. Successful management of an emergency will require a multi

agency – multi jurisdictional response. The Emergency Support Function (ESF) Annexes in the plan enable the primary responsible agencies to concurrently implement response while being coordinated by the Emergency Operations Center.

### C. Integration of Response, Recovery, and Mitigation Actions



1. **Mitigation** is the process of taking measures designed to reduce or minimize the effects of natural or human caused hazards.
2. **The Increased Readiness Phase (Preparedness)** 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.
3. **The Emergency Phase (Response)** 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.

4. **Recovery 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.

E. Organizational Relationships

1. **Command Team:** 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

Administrative Assistant  
 Emergency Manager  
 Police Chief  
 Fire Chief  
 Health Director

Director of YOUTH Social Services

Director of Finance  
 School Superintendent  
 Public Works Director  
 Personnel Officer  
 Other officials as appropriate

2. **Primary & Support Agency 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 Operations 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 Command Team. Constant communications must be maintained between these operational supervisors and the appropriate member of the Command Team.
3. **Field Units:** This group consists of all personnel that would normally be in the field or at the scene of the emergency.

## V. Response and Recovery Actions

### A. Initial Actions

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 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. Emergency Operations Center (EOC) - The EOC is located at the Wallingford Police Department 135 North Main Street. The alternate EOC is the Wallingford Fire Department located at 75 Masonic Avenue. The Mayor shall activate the EOC upon recommendations from the members of the Command Team. Activation will be based on the following model:

PHASE	EVENT	SCOPE	EXAMPLES
LEVEL I	Localized events utilizing normal response	Normal 9-1-1 Center staffing	Small Hazardous Materials Incidents, flood watch
LEVEL II	Significant events in a section of town or throughout the town that stress resources for a short period of time.	Normal 9-1-1 Center staffing  Individual departments may establish "Area Command" to handle workload	Tornado warning, severe summer storms, building fires, multiple emergencies in a short duration, multiple wires down incidents.
LEVEL III	Catastrophic damage has a occurred or is possible. Local resources may not be sufficient to	Full EOC Activation with defined operational periods.	Severe winter storms with major impact potential, hurricane, major power disruptions, large

	handle. Heavy coordination between departments is required.		scale evacuation required, terrorist attack
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B. Continuing Actions

1. The Emergency Operations Center will direct Primary Agencies to implement appropriate Emergency Support Functions
2. Notifications and necessary request will be made to the State of Connecticut Emergency Operations Center.
3. Coordination of all local, State, and Federal resources will be directed through the Wallingford Emergency Operations Center.

**VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. General - It is the responsibility of each level of government authority to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster (whether or not higher level assistance is or might be available).

When the emergency exceeds the Town of Wallingford’s capability to respond, assistance will be requested from the private sector and the State of Connecticut. Assistance from the State of Connecticut will be requested through the Region II Office of Emergency Management. The federal government will provide assistance to the state, where needed.

This plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Those day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks.

B. CHIEF EXECUTIVE OFFICER'S EMERGENCY RESPONSIBILITIES

1. The Mayor, or the person legally administering this office, is the Chief Executive Officer of the Town of Wallingford.

2. As Chief Executive, the Mayor has the responsibility to carry out emergency management activities to protect life and property within the Town of Wallingford prior to and during any emergency or disaster. When the emergency or disaster exceeds local government's capability to respond, the Chief Executive will request assistance from the State of Connecticut and, if necessary, the United States government.

C. ROLE OF THE CIVIL PREPAREDNESS (EMERGENCY MANAGEMENT ) DIRECTOR:

1. The Emergency Management Director advises the Chief Executive on all Emergency Management matters and related State & Federal laws, rules and regulations. He plans, develops, organizes, directs and coordinates 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. The Emergency Management Director is responsible for accomplishing all of the following functions:
  - a. Emergency Organization, Planning and Management;
  - b. Direction, Control and Warning;
  - c. Population Protection;
  - d. Training and Practice.
2. The Civil Preparedness (Emergency Management) Director will coordinate the Emergency Management forces of the Town in the handling of a disaster emergency.

The Civil Preparedness (Emergency Management) Director of the Town of Wallingford is appointed by the Mayor. He or she may be removed by the Mayor or the State Director of Emergency Management as provided in Title 28, Chapter 517 of the General Statutes of Connecticut.

The Civil Preparedness (Emergency Management) Emergency Management Director has a cooperative relationship with all departments and agencies of the town with the exception of volunteer civil preparedness forces and Civil Defense Director, over which he has direct control.

D. EMERGENCY MANAGEMENT ADVISORY COUNCIL (LOCAL EMERGENCY PLANNING COMMITTEE)

1. The Emergency Management Advisory Council advises and assists the Emergency Management Director in the mitigation and preparation phases of emergency management. During the response and recovery phase, the Advisory Council Members or their designated representatives may serve

as liaison between their full-time organization and the Office of Emergency Management. The Advisory Council shall meet each year or more often as is deemed necessary.

The Emergency Management Advisory Council, as appointed by the Mayor, consists of the permanent members as listed below. Permanent members may designate a representative to serve in their place. The Mayor may appoint additional members to provide representation from a broad spectrum of public concerns and to provide outside expertise and knowledge to the Advisory Council.

**PERMANENT MEMBERS:**

Community

Allegheny Ludlum  
Cytec Industries  
American Red Cross  
Ametek  
Evonik Cyro LLC.  
Bristol Myers Squibb  
BYK USA Inc.  
Gaylord Hospital  
Hunters Ambulance  
League of Women Voters  
3M/Health Information  
Masonic Care  
AT&T  
Thurston Foods  
S.C.O.W.  
Skyview  
Regency House  
Village Green of Wallingford  
Midstate Hospital  
NUCOR CT  
LS Power (Power Plant)

Town Government

Mayor  
Civil Preparedness Director  
Public Utilities  
Fire Department  
Fire Marshal  
Health Department  
Police Department  
Program Planning  
Public Works Department  
Wallingford Electric  
Wallingford Water & Sewer  
Wallingford Board of Education  
Civil Defense  
Wallingford Senior Center  
Animal Control  
Wallingford Housing Authority

**E. FIRE DEPARTMENT**

1. Manages fire department resources and directs fire department operations.
2. Assists the police department with notifications of residents for evacuations.
3. Assists with special needs residents.
4. Provides Emergency Medical Services and Ambulance Transport

**F. POLICE DEPARTMENT**

1. Manages law enforcement resources, directs traffic control and law enforcement operations.
2. Notifications to residents of area evacuations.
3. Houses and operates the Emergency Operations Center.

#### G. HEALTH DEPARTMENT

1. Coordinates the use of health, Medical Reserve Corps, CERT and other resources to assistance disaster victims with food and shelter.
2. Meets with the heads of local public health, emergency medical services (EMS), hospital, environmental health, mental health, and mortuary services, or their designees to review and prepare emergency health and medical plans and ensure their practicality and inter-operability. When appropriate, include local representatives of professional societies and associations in these meetings to gain their members' understanding of and support for health and medical plans.
3. Meets with representatives of fire and police departments, emergency management agencies, military department (if activated by the Governor), State and Federal agencies, and the American Red Cross (ARC) to discuss coordination of disaster plans.

#### H. PUBLIC WORKS DEPARTMENT

1. Coordinates with police to provide support for traffic management.
2. Manages public works resources and directs public works operations (e.g., road clearing, road maintenance, trash/debris removal).
3. Coordinates with private and public sector utilities (e.g., power, water and gas) on make safe and road clearing to allow for service restoration.
4. Coordinates with private sector utilities and contractors for use of private sector resources in public works related operations.

#### I. SUPERINTENDENT OF SCHOOLS

1. Develops and periodically exercises school emergency plans.
2. Coordinates with Emergency Management Director to work out arrangements to use school buses to transport school children and other evacuees.
3. Coordinates with Emergency Management Director and Public Health Director to work out arrangements to use schools for shelters and/or their food stocks for mass care.

#### J. ALL DEPARTMENTS AND AGENCIES OF THE TOWN have common tasks as follows:

1. Provision for protection of departmental personnel.
2. Development of a system for alerting, warning and mobilizing departmental personnel.

3. Development of policies/procedures for the respective department regarding emergency duties and responsibilities of all departmental personnel.
4. Cooperation with emergency management in communication and transmission of emergency information to and from the Emergency Operations Center.
5. Provision for protection of vital departmental records.
6. Cooperation with the Emergency Management Director in pre-emergency training of departmental personnel.
7. Provision for departmental line of succession.
8. All town departments, offices and agencies not specifically assigned missions in this plan will be expected to provide support, within their respective capabilities, to town government in the event of emergencies covered by this plan.

#### K. Emergency Support Function - Primary Agency

When the Local Response Plan is implemented the primary agency for the Emergency Response Function (ESF) has operational responsibility for:

1. Orchestrating the local agency support within the functional area for the Town;
2. Providing an appropriate level of staffing in the Emergency Operations Center and the agencies own facilities;
3. Activating and sub tasking to support agencies;
4. Managing mission assignments and coordinating task with support agencies, State, and Federal assets;
5. Executing contracts and procuring goods and services as needed;
6. Ensuring financial and property accountability for ESF activities; and
7. Supporting planning for short- and long-term disaster operations.

#### L. Emergency Support Function – Support Agency

When the Local Response Plan is implemented the support agency for the Emergency Response Function (ESF) has operational responsibility for:

1. Supporting the ESF primary agency when requested by conducting operations using its authority, expertise, capabilities, and resources.

2. Supporting the primary agency mission assignments;
3. Providing status and resource information to the primary agency;
4. Following established financial and property accountability procedures; and
5. Supporting planning for short- and long-term disaster operations.

**Emergency Support Functions**

**ESF 1 N/A**

**ESF 2 Communications**

**ESF 3 Public Works & Engineering**

**ESF 4 Firefighting**

**ESF 5 Emergency Management (EOC)**

**ESF 6 Mass Care Annex**

**ESF 7 Resource Support**

**ESF 8 Public Health and Medical Services**

**ESF 9 Urban Search and Rescue**

**ESF 10 Hazardous Materials**

**ESF 11 Food Annex**

**ESF 12 Energy / Public Utilities**

**ESF 13 Law Enforcement & Security**

**ESF 14 Long Term Community Recovery**

**ESF 15 Public Information & Protective Action Guidance**

**ESF 16 N/A**

**ESF 17 Animal Control**