



Regional
Emergency
Deployment
PLAN



Capitol Region Council of Governments
Capitol Region Emergency Planning Committee

Regional Emergency Deployment Plan

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Regional Emergency Deployment (RED) Plan

I. INTRODUCTION

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut's fifteen regional planning organizations. It was established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and forty one (41) surrounding suburban and rural communities.

The region covers approximately 940 square miles in size and houses approximately 1,200,000 people and comprises Region 3 of the State's Department of Emergency Management & Homeland Security (DEMHS). CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the region's pressing governmental and public challenges.

The world in which emergency responders operate was changed forever on September 11, 2001. All Americans now understand in vivid detail that future disasters, especially terrorist events using weapons of mass destruction (WMD), will be large in scale, long in duration, and complex in terms of the hazards presented (RAND Science and Technology Policy Institute Report of December 11, 2001).

With this focus in mind, CRCOG established the Capitol Region Emergency Planning Committee (CREPC) to serve as one of the four major committees under the Public Safety Council. The mission of CREPC is to enhance the operational readiness of the member governments in handling hazardous materials incidents and all types of emergency incidents. Additionally, CREPC is responsible for developing hazardous materials emergency plans as well as overall emergency response plans for the capitol region.

The Regional Emergency Deployment Plan (RED Plan) as outlined in this document is a compilation of dedicated work by many expert officials. The plan is based on the following shared values:

- Willingness to share
- Concern for everyone
- Fiscal responsibility
- Patient sense of urgency
- Agenda free atmosphere

CREPC's direction in the future will be guided by these values and the sense that we know where we are going. We recognize the need, share a broad view, pledge to be prepared, and share our resources for the common good of all our citizens.

The authority for a plan such as this comes from not only the desire to help each other, but also Connecticut General Statutes 7-184cc (Public Act 01-117), which clearly spells out the ability for any municipality to "**jointly perform any function that each may perform separately**".

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The face of emergency preparedness is a continually changing process. In the past several years, major initiatives have occurred on all levels of government to ensure the safety of our citizens, and programs continue to evolve.

Locally, the RED Plan has moved forward in becoming institutionalized in the region, the Metropolitan Medical Response System (MMRS) has made a significant impact on our ability to protect first responders and citizens and to handle a major mass casualty incident (MCI). The capitol region Citizen Corps Council (CCC) has established programs and formed Citizen Emergency Response Teams (CERT) in numerous municipalities within the region. Regional assets were used to establish the Capitol Region Hazardous Materials Response Team and Regional Incident Dispatch (RID) teams.

The RED Plan is being tested and updated on a regular basis and a lexicon has been developed that allows all regional players to communicate with a much higher level of certainty and effectiveness. The regional lexicon is consistent with the National Incident Management System (NIMS) and the National Response Plan (NRP). The Regional Integrated Coordination System (RICS) provides the platform for effective use of resources during any emergency or incident.

Through the DEMHS Strategic Plan in 2007, Enhanced Regional Collaboration has been identified as a priority. As a result of this planning initiative the State no longer funds individual local communities with grants from the State Homeland Security Program (SHSP). The SHSP funds are sub-granted to a lead / designated RPO. The Capitol Region Council of Governments (CRCOG), having administered numerous and significant homeland security grants & projects since fiscal year 2004 for the Capitol Region, has been designated as the DEMHS Region 3 lead RPO. The Metropolitan Medical Response System (MMRS) is now a homeland security grant administered through CRCOG with project duties being handled by a private consultant. The Regional Integrated Coordination System (RICS) is now administered through Central Connecticut State University (Police Department) and the Capitol Region Medical Reserve Corps (CR-MRC) has become an operational unit with the acquisition of the Capitol Region Mobile Ambulatory Care Unit (CR-MACU).

On the State level, the Department of Emergency Management and Homeland Security (DEMHS) is providing needed leadership. The State of Connecticut Emergency Management and Homeland Security Advisory Council now provides vital and collaborative input to both the Commissioner of DEMHS and the Governor of Connecticut.

At the Federal level, funding has been received that supports and enables the MMRS to function in the region. Additionally, grants allow the continued operation of both the Capitol Region Medical Reserve Corps (CR-MRC) and the Middletown Medical Reserve Corps (M-MRC). (CRCOG administers twenty nine (29) Homeland Security projects totaling 11.4 million dollars).

Federal training centers throughout the nation have been made available to regional first responders. Facilities such as The Center for Domestic Preparedness, in Anniston, Alabama, and the New Mexico Tech WMD Bomb School, in Socorro, New Mexico, as well as other training sites have provided valuable and much needed training.

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A. Purpose

The purpose of the Regional Emergency Deployment Plan (RED Plan) is to provide a framework for DEMHS Region 3 & CREPC member communities and agencies to collaborate in planning, communication, information sharing, and coordination activities before, during, or after a regional emergency.

Local Government Members of CREPC

The following forty-two (42) towns and cities are members of the CREPC RED Plan response community. Twenty-eight (28) of the communities use CREPC as their Local Emergency Planning Committee (LEPC) for hazardous materials.

Andover, Avon, Berlin, Bolton, Bloomfield, Bristol, Burlington, Canton, Colchester, Cromwell, East Granby, East Haddam, East Hampton, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Manchester, Marlborough, Middletown, New Britain, Newington, Plainville, Portland, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, and Windsor Locks. (All towns listed above except for Colchester lay within DEMHS Region 3)

Other CREPC Organizations

- State of Connecticut – Department of Emergency Management & Homeland Security, Department of the Military, Department of Transportation, Department of Public Health, Department of Public Safety – OSET, Office of Emergency Medical Services, State Police Message Center, State Fire Marshal’s Office, Connecticut Fire Academy, University of Connecticut Health Center, State Emergency Response Commission for Hazardous Materials, Connecticut State Office of the Chief Medical Examiner, Capitol Police Force, Central Connecticut State University Police Department, Connecticut State Militia, and Department of Environmental Protection
- Metropolitan District Commission
- Northeast Utilities
- Central Connecticut Regional Planning Agency (CCRPA)
- Office of Congressman John Larson
- United Technologies Inc. (Pratt & Whitney and Hamilton Sundstrand Divisions)
- Ten (10) Acute Care Hospitals within the region
- Nineteen (19) local and regional health districts
- Area EMS private contract providers
- North Central Connecticut EMS Council, Inc. (CMED)
- Capitol Region Fire Chiefs Association
- Capitol Region Chiefs of Police Association
- United Way of the Capitol Area
- American Red Cross – Charter Oak Chapter of Connecticut and the Central Connecticut Chapter
- Salvation Army

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- Eighth Utilities District, Manchester, CT
- Connecticut Hospital Association
- Newington Amateur Radio League - NARL
- Tolland County Emergency Communication
- Connecticut State Dental Association
- Connecticut Association of Directors of Health
- Citizens Corps Council
- Connecticut Radio Information System (CRIS)
- Eastern Region Helicopter Council

B. Scope

1. This plan applies to all communities within DEMHS Region 3.
2. The scope of this plan is deliberately broad, intended to include the activities and capabilities of all organizations that play a role in emergency response. An incident can be considered regional when **it involves multiple agencies from more than one municipality / jurisdiction, or there are implications from the incident/event for the region as a whole.**
3. The term “**regional emergency**” is used to describe the actual occurrence of an incident that has demonstrated regional impacts. This phrase covers the spectrum of emergencies regardless of cause.
4. Also, for the purposes of this plan, emergency classifications have been determined to be a major regional incident (MRI), where significant disruptions will be experienced in multiple essential services; a disruptive regional incident (DRI), where there may not necessarily be life-threatening events occurring in regards to the general public; and a standard regional incident (SRI), where essential service problems may be occurring, but they are definable or limited in impact.
5. The activities included in this plan are scalable, allowing for an appropriate level of coordination and information exchange required to achieve regional objectives prior to, during, or following a regional emergency.

C. Role of Capitol Region Council of Governments

CRCOG is the controlling regional planning organization (RPO) for the Capitol Region Emergency Planning Committee (CREPC *pronounced see-rep-see*). CREPC works with member jurisdictions, state and federal partners and other public and private sector stakeholders. The CREPC in collaboration with the DEMHS Region 3 Office, maintains the Regional Emergency Deployment (RED) Plan and facilitates the regional preparedness cycle through scheduling of planning, training, and exercises to test the viability of the planning assumptions and procedures. CREPC maintains a corrective action process to help identify, track and correct problems revealed in the exercises.

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D. Organization of the Plan

1. **RED Plan**-describes the purpose and scope as well as roles and relationships among member organizations as they relate to regional communications and coordination. The RED Plan also describes how the Regional Integrated Coordination System (**RICS**) facilitates effective regional decision-making. Central Connecticut State University (CCSU) administers the RICS communication function and the radio designation for regional communication is “RICS”.
2. **Regional Emergency Support Functions (RESF)**-for the purpose of this plan, the phrase regional emergency support function (RESF) is used to indicate a very basic function shared by all jurisdictions. Individual RESF's identify organizations with resources and capabilities that align with a particular type of assistance or requirement frequently needed in a large-scale emergency or disaster. RESF's are discipline oriented work groups providing a convenient way for this alignment or typing of similar organizations and activities from participating jurisdictions. RESF's can include any organization with a supporting relationship to the specified function. The functional annexes in this plan use the same format to identify participating organizations, establish basic policies and planning assumptions that will guide activities, and explain how they will communicate and coordinate with each other and with others within the region when an emergency occurs. The RESF structure of the RED Plan parallels the emergency support function (ESF) structure of the National Response Plan (NRP), and complies with the National Incident Management System (NIMS)
3. **Supporting Annexes**- Each of these annexes are basically a plan within a plan that are prepared and targeted to address very specific subject or “hazard specific” areas that may have unique considerations or may have cross cutting implications, such as addressing the Strategic National Stockpile (pharmaceuticals) or dealing with emergency evacuation planning.
4. **Appendices**-These provide general reference materials and information which provide background and guidance when using the RED Plan.

II. POLICIES

1. The RED Plan applies to all member organizations of the CREPC as well as DEMHS Region 3. The organization encompasses the key players in the capitol region.
2. The RED Plan **does not** supersede existing policies, authorities, plans, or procedures that member organizations currently have in place. Information on existing policies of member organizations can be found in the appropriate state and local emergency operation plans.
3. Additional regional communications and coordination policies will be developed as necessary.

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III. SITUATION

A. Regional Emergency Condition

A wide range of emergencies may occur within the region as a result of natural hazards, human-induced hazards, or terrorism incidents. These include:

- **Natural Hazards** – floods, winter storms, tornadoes, thunderstorms, hurricanes, extreme heat or extreme cold, virus or epidemic, drought, and earthquakes.
- **Human-Induced Hazards** – special events, hazardous materials, workplace violence, and transportation accidents/incidents.
- **Terrorism** – conventional weapons, incendiary devices, biological or chemical agents, radiological agents, nuclear agents, cyber-terrorism, and weapons of mass destruction.

The consequences of these emergencies will impact on public health and safety and regional infrastructure to varying degrees.

B. Planning Assumptions

1. The RED Plan will not usurp or impinge on the authorities, plans, procedures or prerogatives of any participating jurisdiction, agency or organization.
2. The assumption is that regional communities will need to manage by themselves for up to 96 hours until substantial federal assistance can be mobilized.
3. All necessary decisions affecting response, recovery, protective actions, public health and safety advisories, etc. will be made by responsible officials under their existing authorities, policies, plans and procedures.
4. Emergency response decisions will be enhanced by the availability of timely and accurate information.
5. The RED Plan will focus on regional communication, to provide timely and accurate information that facilitates regional coordination.
6. The continuity of operations (COOP) or the state of being continuous in the conduct of functions, tasks, or duties necessary to accomplish our mission and carry out the functions of the RED Plan will be assumed by the CREPC.
7. The continuity of government (COG) is dependent upon effective COOP and RED Plan capabilities.
8. The United States Department of Homeland Security (DHS) has developed a Homeland Security Advisory System (HSAS) to provide a comprehensive way to disseminate information regarding the risk of terrorist attacks (see the HSAS appendix).
9. A major regional incident (MRI), which may cause numerous fatalities, injuries, property loss, and disruption of normal life support systems; will have an impact on the regional economic, physical, and social infrastructures.

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10. A large number of casualties, damage to buildings and basic infrastructure, as well as disruption of essential public services will overwhelm the capabilities of individual jurisdictions to meet the needs of the situation.
11. Establishing common terminology and structuring the RED Plan for compatibility with local, state, and federal emergency plans improves regional communications and coordination.
12. The degree of state and federal involvement will be related to the severity of the event and the region's need for external support.
13. Certain strategic response assets exist within the region, such as, ten (10) decontamination units, mobile command post vehicles, canteen units, rehabilitation units, a region hazardous materials response team, community emergency response teams (CERT), emergency response teams (ERTs) to support emergency functions, police emergency service units, a regional foam unit, mass casualty units, a regional pharmaceutical stockpile, and two Medical Reserve Corps.
14. There are five (5) designated Bioterrorism planning regions under the Connecticut Department of Public Health.

IV. CONCEPT OF COORDINATION

A. General

1. Most emergencies are handled by individual jurisdictions using standard operational plans and procedures. When the capabilities of a jurisdiction are exceeded, adjacent communities may be engaged through standard mutual aid agreements. As the situation expands and begins to have a regional impact, regional partners (through the RED Plan) may be activated to support the emergency response efforts. The state and federal government are called to provide supplemental assistance as dictated by the changing nature and scope of the incident. Federal response capability related to a potential or actual terrorist threat or incident, particularly one involving weapons of mass destruction, is outlined in the United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN). Federal guidance is outlined in the *National Strategy to Combat Weapons of Mass Destruction*, dated December 2002, *the Homeland Security Act of 2002*, *the Homeland Security Presidential Directive 5*, dated March 2003, *The National Strategy for The Physical Protection of Critical Infrastructures and Key Assets*, dated February 2003, and *the post Katrina Emergency Management Reform Act of 2006*.
2. State and local operation plans employ a multi-jurisdictional coordination structure that uses the principles of the unified command under the National Incident Management System (NIMS) and the Incident Command System (ICS). NIMS/ICS principles include use of common terminology, modular organization, integrated communications, action planning, and pre-designated facilities. All personnel with a direct role in emergency preparedness, incident management or response must complete *IS-700 NIMS: An Introduction*, and *ICS 100: Introduction to ICS*, and supervisors must complete *ICS 200: Basic ICS*. During FY07 *IS 800: National*

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Response Plan (NRP) An Introduction is required, in addition, certain middle management and command and general staff are required to complete *ICS 300: Intermediate ICS* and *ICS 400: Advanced ICS*. The Incident Command System is the standard operating procedure when the RED Plan is activated. It is important to understand that the NIMS/ICS is not the disaster plan, but rather the method by which all agencies will operate at the scene of an incident. Hospitals are encouraged to use the Hospital Incident Command System (HICS). Connecticut State Guidance comes from the Consequence Management Guide for Deliberately Caused Incidents Involving Chemical Agents.

3. Communication facilitates effective relationships among member organizations and ensures that the exchange of accurate information occurs on a regular basis. In this context, the word “communication” is used to describe the process by which information exchange takes place between members of the CRCOG executive leadership, Chief Administrative Officers (CAO), state and federal agencies and other public sector agencies, ESF’s, schools, hospitals and others as necessary to facilitate coordinated regional information sharing. The implication is that there will be timely and accurate information to share with each other that will be used to make good decisions. The word “interoperability” is used to describe the ability of two or more (or different types) response agencies or radio systems to talk with each other.
4. To facilitate operations and communication capability, all agencies shall use “plain text” language when performing at any regional emergency.

B. Organization

To facilitate the sharing of information, functional areas of activities that are potentially needed during a regional emergency have been identified. These functions divide the tremendous amount of information gathered in a regional emergency into discrete, definable sections for jurisdictions to share information with the region. The regional emergency support functions (RESF’s) are:

- RESF 1 – Transportation
- RESF 2 – Communications
- RESF 3 – Public Works and Engineering
- RESF 4 – Firefighting
- RESF 5 – Emergency Management
- RESF 6 – Mass Care, Housing and Human Services
- RESF 7 – Resource Support
- RESF 8 – Public Health and Medical Services
- RESF 9 – Urban Search and Rescue
- RESF 10 – Oil and Hazardous Materials Response
- RESF 11 – Animal Protection
- RESF 12 – Energy
- RESF 13 – Public Safety and Security (Law Enforcement)

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- RESF 14 – Long-term Community Recovery and Mitigation
- RESF 15 – Media and Public Education
- RESF 16 – Volunteer Management
- RESF 17 – Military
- RESF 18 - Donations Management
- RESF 19 – Special Needs Management
- RESF 20 – Disaster Interfaith Services
- RESF 21 – Collegiate Support Services

Events may impact only one RESF or have crosscutting implications for many RESF's. Each RESF is responsible for having the capacity to coordinate the aspects of any event that falls within their RESF area of responsibility. RESF's should be prepared at all times to provide information to decision makers and make recommendations. There will be events that never require executive decision-making at the elected official level. In these circumstances, coordination can be handled within each RESF area.

C. Notification and RED Plan Activation

CREPC is prepared at any time to mobilize / coordinate resources needed to assist in a regional emergency via continuously staffing a RESF 5 Duty Officer position. The Regional Integrated Coordination System (RICS) alerts the Duty Officer and other designated officials of situations requiring either notification or activation of the RED Plan. "RICS" is the regional radio designation for the Regional Integrated Coordination System headquartered at the Campus Police Department for Central Connecticut State University.

To optimize the regional emergency response Incident Commanders (IC) or designated authorities should alert the CREPC Duty Officer as early as possible of any incident that could require a response exceeding the capability of local resources (plus mutual aid) or have a regional impact. The process of calling RICS to provide specific information about this potential and/or request activation of the RED Plan is called NOTIFICATION. Conceptually, notification is an appropriate method to provide a pre-alert or "heads up" to regional decision makers that an incident is in progress that may require additional resources. An early "heads up" should provide RESF 5 personnel time to collect and analyze essential information or seek additional consultation before they activate the RED Plan.

- NOTIFICATION – Alerting CREPC RESF 5 Duty Officer via RICS of conditions that may require RED Plan activation. Notification is a *coordinating process* and is the first step toward RED Plan ACTIVATION for CREPC members.

Any of the following can initiate NOTIFICATION.

- Incident Commander*
- Designated Authority**
- Chief Executive Officers
- RESF Committee or Sub-Committee Chairs
- Hospital Emergency Department Directors***
- Hospital Emergency Management Staff***

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- State and Federal Authorities

*The Incident Commander or those designated by the IC will normally make the RED Plan notification. The IC is well defined and understood under NIMS/ICS, and the IC's authority to request regional resources is appropriate and unquestioned.

**Designated authorities include town officials, emergency management directors, chiefs of police and fire, and other officials known to CREPC as knowledgeable about emergency management requirements, and assisting their local IC.

***For notification only. Activation of the RED Plan for hospital emergencies should be coordinated by RESF-5 by contacting the Hospital Commander, (Hospital Commander designated in accordance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) guidance).

Upon Notification, RICS notifies the CREPC RESF 5 Duty Officer, ensures the notification is acknowledged, and the RESF 5 Duty Officer contacts the IC or other alerting office. After RESF 5 Duty Officer analysis and discussion with the notifying office, the RED Plan may be activated. However, it will only be activated if the CREPC RESF 5 Duty Officer and IC consensus is that resources beyond what the local jurisdiction can provide are needed. When activated, the RED Plan is activated only to the level and capabilities required to meet the needs of the current incident. Once activated, ***INCIDENT COMMAND REMAINS LOCAL***.

- ACTIVATION – Action taken by CREPC RESF 5 to provide resources to a regional emergency situation or alert additional CREPC RESFs of an incident potentially impacting the region.

These are the conditions under which CREPC RESF 5 will activate the RED Plan.

- Upon a Homeland Security Activation System “Orange” or “Red” Declaration. **The RED Plan will be activated on a partial basis for High Risk (orange) of terrorist attacks and will be fully activated for Severe Risk (red) of terrorist attacks.**
- In response to a regional situation requiring regional resources to manage a disaster or emergency event

This RED Plan system of NOTIFICATION and ACTIVATION provides appropriate checks and balances to ensure resources are alerted and/or used appropriately. Upon RICS notification, RESF 5 always assesses requests prior to Activation. Activation will only occur with CREPC RESF 5 consensus regarding additional resources.

RED Plan notifications and activations should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477, or via Intercity Radio, anytime 24/7 for notification.
- Requests for specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.) or the activation of the RED Plan may be made at this time.

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- RESF 5 Duty Officers may anticipate resource needs in the absence of a specific request.
- RICS will send a notification message to the RESF 5 Duty Officer, designated back-ups and other key personnel.
- RICS will also broadcast the message over Intercity Radio.
- The RESF 5 Duty Officer will determine, based on the request and situation, the need for additional resources for the event and/or establishing a Regional Coordination Center (RCC). The RESF Duty Officer will also notify other RESF chairs as needed.
- The RESF chairs will call RESF 5 (or the designated Duty Officer) for immediate instructions on what actions to take for the event if not already provided in the alert message
- The RESF chairs shall be responsible for calling/notifying additional members of their particular emergency support function.

Incident/Event Status Levels

The following incident/event status levels have been developed for use in the RED Plan by all RESFs and supporting agencies:

- **Level One** – Single agency/community incident
- **Level Two** – Regular mutual aid event
- **Level Three** – Region resources activated through the RED Plan (Standard Regional Incident – SRI)
- **Level Four** – Regional and State resources activated (Disruptive Regional Incident – DRI)
- **Level Five** – Regional, State, and Federal Resources activated (Major Regional Incident – MRI)

D. Coordination

The Regional Coordination Center (RCC) is a Multi-Agency Coordination Center (MAC) under NIMS. The RCC, if activated, will carry out the standard management, operational, planning, and logistical functions required under the NIMS/ICS for the region in collaboration with the DEMHS Region 3 Office. Three RCC's are strategically located within the region in the Town of Manchester, the City of New Britain, and the Windsor Locks Office of Emergency Management. In addition, CREPC has the capability to establish a mobile RCC in a designated staging area.

If an incident or event affects multiple jurisdictions or the entire region, RICS will be used to rapidly alert and/or convene the appropriate RESFs and potentially the CAOs to discuss the regional implications of the incident and discuss next steps. The responding entities and RESFs will inform/advise within the decision process, regional emergency information will be shared, situation reports will be provided, and proposed "regional scale" decisions discussed.

The RED Plan addresses all types of regional events, those with a clear beginning and end, those with an address, and those without an address. The RED Plan covers major regional

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incidents (MRI), disruptive regional incidents (DRI), and standard regional incidents (SRI). When assessing the need for regional notification or activation, there are several factors that must be taken into account: *timeframe, magnitude, and jurisdiction* affected.

First, the detection of any regional incident is key to determining who must be notified and the amount of information available. Actual incidents can be fast-paced or slow to develop, and may be detected in several ways—by direct observation, chemical or biological detection, or medical surveillance—and may be reported as they occur by authorities, private entities, the media, and/or the state or federal government.

Second, once alertees or authorities are notified of a threatened, impending, or actual event, the magnitude of the event, or its potential, becomes the driving force behind decision-making.

Third, another important consideration is the geographic area affected. The impacted zone may extend beyond the immediate disaster area to neighboring jurisdictions, and the incident may involve supporting jurisdictions, through mutual aid or other agreements. In such circumstances, inter-jurisdictional communication and coordination is key.

Initial Actions

The goal of RICS is to assure comprehensive, real-time connectivity during any regional emergency or incident scenario, thereby facilitating communication among local, state and federal government authorities.

The RESF 5 Emergency Management function and the RICS system will provide the platform for interaction between RESFs. Each jurisdiction and/or functional area should utilize this capability to the fullest.

Notification - Through RICS, key decision-makers and Regional Emergency Support Function chairpersons are notified of the emergency.

Conference Calls - A conference-calling (or direct connect) capability brings together RESF chairpersons and subcommittee chairs, as necessary based on the situation, on a 24/7 basis, to discuss the event and determine if a Regional Coordination Center (RCC) needs to be opened.

A conference call (or direct interaction) of a RESF and/or the CAOs may be convened through RICS based on the request of any or all of the following (subject to internal agency standard operating procedures):

- The local emergency dispatching center
- The affected jurisdiction's CAO or designee
- Any other jurisdiction's CAO
- RESF committee or subcommittee chairperson
- Chairperson of the CREPC

The initial action of notification is permanently located at a fixed location called RICS, with 24/7 emergency communication capability. The RICS is not intended to supersede, replace or duplicate the existing communications and information sharing that routinely occurs

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among state and local emergency management organizations. Rather, it is intended to focus on information and coordination from the regional perspective.

Continuing Actions

Additional RICS functions will be carried out as required during regional emergencies by members of various RESFs and/or a regional incident dispatching (RID) team.

1. **Incident tracking and status reporting** - For certain regional events, an incident tracking and situation status reporting system may be activated on a secure web site available to authorized parties. Pre-designated staff will be assigned the job of continuously updating the information database.
2. **Assessment** - RICS facilitates assessment of regional emergencies by bringing together “experts” from responding entities and RESFs. The assessment information will be available to authorized parties.
3. **Coordination of decision-making** - RICS facilitates the coordination of decision-making in areas such as early release of employees, evacuation, school closings, health issues, etc.
4. **Creation of common messages** - This RICS function is designed to assure implementation of the “common message, many voices” objective. RESF 15 External Affairs assists decision-makers by crafting the common message that is made available to the chief elected officials and other authoritative spokespersons.

Stand Down

As the regional effort in responding to an emergency diminishes, coordination across jurisdictions will contract and return to normal levels. Depending on the needs of the situation, RESFs will scale back use of RICS to share functional information.

Post Incident Analysis

The CREPC in collaboration with the DEMHS Region 3 Office will facilitate the evaluation of any regional emergency coordination efforts. Using information captured in RESF 5 Emergency Management and a variety of facilitation tools, appropriate organizations will be brought together to determine lessons learned and areas of improvement. These lessons learned will be used to improve the RED Plan.

E. Concurrent Implementation with Other Emergency Plans

The RED Plan should be implemented at the same time a jurisdiction’s local emergency operations plan (LEOP) is implemented. Operational authority will remain with the jurisdictions. The RED Plan should also be implemented at the same time state and federal operations plans are implemented, with appropriate operational authority remaining within state and federal control.

F. Regional Coordinating Centers (RCC)

Any designated location where representatives of RESFs assemble for extended operations, analysis, recommendations, and decision-making is deemed an official RCC. Currently three locations have been pre-designated as RCC’s, New Britain City Hall, Manchester City Hall

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and Windsor Locks City Hall.

Emergency operations centers (EOC) of member jurisdictions may be activated and in operation during a regional event. The locations may also serve as the regional coordination centers (RCC) that support regional information sharing.

V. ORGANIZATIONS ACTIVE IN REGIONAL EMERGENCY SUPPORT FUNCTIONS

The following groups will carry out activities associated with the RESFs. See the specific RESFs for details on each group's roles and responsibilities.

Capitol Region Emergency Planning Committee, DEMHS Region 3, cities and towns with membership in CREPC, public sector organizations, private sector organizations, utilities, schools and universities, volunteer organizations, community organizations, special interest associations, state agencies, Citizen Corps Council, Capitol Region – Metropolitan Medical Response System (MMRS), regional Medical Reserve Corps, and the Connecticut Association of Directors of Health.

VI. PREPAREDNESS CYCLE

The RED Plan will be maintained, reviewed, and updated following a preparedness cycle that includes “**Planning**”, “**Training**”, “**Exercise**” (including operating in exercise simulations and real world response) and “**Evaluation**” (including corrective actions). Involvement of agencies and organizations participating in the RESF's during all phases of this cycle ensures the RED Plan reflects current communication and coordination methodologies.

CREPC is responsible for coordinating overall planning under the RED Plan including review and revision of the plan, annexes, supporting attachments, and supporting operational procedures; this planning takes place in concert with the DEMHS Region 3 Office and any underlying planning initiatives through the Region 3 Regional Emergency Planning Team (REPT). All agencies will contribute to the development of supporting material to the RED Plan, including regional support annexes and appendices, as well as supplements describing specific policies and procedures for public emergency operations. For security reasons, certain information may be designated as “**confidential**” and not released to the general public.

All associated member municipalities and agencies shall appoint as many members as they choose to participate in CREPC activities and the RED Plan development.

State and federal agencies are encouraged to send representatives to CREPC meetings to facilitate and improve response and to take part in regional exercise and training activities.

VII. SPECIAL REQUIREMENTS

A. Exercise Design Team

The Homeland Security Exercise and Evaluation Program (HSEEP) from the United States Department of Homeland Security, Office for Domestic Preparedness will be utilized in

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conjunction with all local exercises involving both the state and federal government.

CREPC will have a standing exercise design team (designated within RESF 5 Emergency Management) charged with the responsibility to design and execute simulated events. Real world events may be substituted for exercise simulations. The exercise design team will function as a full subcommittee of CREPC RESF 5 – Emergency Management.

B. Disaster Emergency Records

Detailed disaster response records will be maintained by RESF's, RICS, and the RCC as a requirement of the planning and finance functions under NIMS/ICS. Additionally, these records will be maintained and used for state and federal reimbursement requirements and documentation.

C. Mutual Aid and Liability

All CREPC members, organizations, agencies, elements, and individuals agree and accept the mutual aid philosophy of helping when and where they can. It is understood by all entities that no responsibility to respond exists when the operational readiness of the responding entity would be jeopardized.

Connecticut General Statutes

In addition Connecticut General Statutes 28-1, Sections 166, 167, and 168 were amended by Public Act 03-278 to provide the following update.

Section 166

(d) "Civil preparedness" means all those activities and measures designed or undertaken (1) to minimize or control the effects upon the civilian population of major disaster, (2) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States, (3) to deal with the immediate emergency conditions which would be created by any such attack, major disaster or emergency, and (4) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by any such attack, major disaster or emergency. Such term shall include, but shall not be limited to, (A) measures to be taken in preparation for anticipated attack, major disaster or emergency, including the **establishment of appropriate organizations, operational plans and supporting agreements**; the recruitment and training of personnel; the conduct of research; the procurement and stockpiling of necessary materials and supplies; the provision of suitable warning systems; the construction and preparation of shelters; shelter areas and control centers; and when appropriate, the nonmilitary evacuation of the civilian population; (B) measures to be taken during attack, major disaster or emergency, including the enforcement of passive defense regulations prescribed by duly established military or civil authorities; the evacuation of personnel to shelter areas; the control of traffic and panic; and the control and use of lighting and civil communication; and (C) measures to be taken following attack, major disaster or emergency, including activities for fire fighting, rescue, emergency medical, health and sanitation services; monitoring for specific hazards of special weapons; unexploded bomb reconnaissance; essential debris clearance; emergency welfare measures; and immediately essential emergency repair or restoration of damaged vital facilities.

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(e) “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 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. *The Connecticut Disaster Medical Assistance Team (CT-DMAT 1) and the Medical Reserve Corps, under the auspices of the Department of Public Health, the Connecticut Urban Search and Rescue Team (USAR) under the auspices of the Department of Public Safety, and the Connecticut Behavioral Mental Health and Addiction Services and the Department of Children and Families, and their members, shall be construed to be a part of the civil preparedness forces while engaging in authorized civil preparedness duty or while assisting or engaging in authorized training for the purpose of eligibility for immunity from liability as provided in Section 28-13 and for death, disability and injury benefits as provided in Section 28-14.* 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 engaged 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.

(f) “Mobile support unit” means an organization of civil preparedness forces created in accordance with the provisions of this chapter to be dispatched by the Governor or state director of emergency management supplemental civil preparedness forces in a stricken or threatened area.

(g) “Civil preparedness emergency” or “disaster emergency” means an emergency declared by the Governor under the provisions of this chapter in the event of serious disaster or of enemy attack, sabotage or other hostile action within the state or a neighboring state, or in the event of the imminence thereof.

(h) “Local civil preparedness emergency” or disaster emergency” means an emergency declared by the chief executive officer of any town or city in the event of serious disaster affecting such town or city.

Section 167

Not later than January 1, 2004. The Office of Emergency Management shall prepare and submit to the General Assembly a state emergency preparedness plan. Such plan shall provide for responding in the event of a national, regional or statewide emergency.

Section 168

Any paid or volunteer firefighter, police officer or emergency medical service personnel who successfully completes a training course in the use of automatic pre-filled cartridge injectors may carry and use such injectors containing nerve agent antidote medications in the event of a nerve agent exposure for self-preservation or unit preservation. Such training course shall be approved by the director of the Office of Emergency Management and provided by the Connecticut Fire Academy, the Capitol Region Metropolitan Medical Response System (MMRS) or the Federal Government.

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D. Strategic Planning Report

Periodic review of goals and objectives of the organization will be accomplished through the strategic planning process and posted on the CRCOG web site.

E. Publication

Questions, comments, and copies of the RED Plan can be obtained by contacting email address: whaustin@westhartford.org or consulting the CRCOG website at www.crcog.org.

Appendix A: RED Plan Training Guidance

I. Introduction and Purpose

The RED Plan utilizes NIMS and ICS as the foundation for regional emergency response. Plan specifics which outline how to properly activate and execute the plan must be understood by all personnel in the region that are tasked with those responsibilities. To facilitate understanding of the Plan, a training program for the RED Plan is designed in accordance with the Instructional System Design (ISD) process.

The purpose of *Appendix A: RED Plan Training Guidance* is to outline training requirements to effectively implement the RED Plan. These training requirements apply to the basic plan, all RESFs, annexes and appendices.

II. Situation and Assumptions

It is assumed that each individual performing duties under the RED Plan is properly trained in NIMS, qualified for the duties they are performing based on their professional experience and training, and are properly credentialed to be at the site performing those duties.

The RED plan is one “block” in a series of nationally directed building blocks designed to combat emergencies. The building blocks start with the National Response Plan (NRP) at the highest governmental level and local EOPs at the local base/initiating level. All of these building blocks are part of the NIMS and require training. NIMS training is federally funded to ensure consistency across the nation when responding to any emergency situation.

NIMS and ICS training requirements are defined at the federal government level and are mandatory and essential to a proper emergency response. Refer to http://www.fema.gov/emergency/nims/nims_compliance.shtm for specific requirements. Each local jurisdiction is responsible for assessing their training needs based on their local concept for emergency management, and for ensuring training is completed to support the concept.

In addition, basic and advanced skill training, depending on a person’s emergency position, is required for first responders to perform effectively. It is the responsibility of the local first responder organization to ensure all personnel are properly trained and qualified for the situation they are responding to.

Credentialing of each emergency response individual is a complex process, but is essential to ensuring all individuals are qualified to be present and performing duties during any emergency. This process will be addressed in more detail in the future.

Anyone with an emergency management role requires NIMS training. The following list provides examples of personnel commonly involved in emergency management that require NIMS training. The list includes governmental organizations, non-governmental organizations and private sector organizations.

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- Emergency Medical Service Personnel
- Firefighters
- Hospital Staff
- Law Enforcement Personnel
- Public Health Personnel
- Public Works/Utility Personnel
- Skilled Support Personnel
- Other Emergency Response Personnel
- Emergency/Disaster Support Personnel
- Volunteers supporting any emergency response or disaster relief activities
- All local jurisdiction personnel that support emergency planning, prevention, response and recovery efforts
- Education Department personnel with emergency responsibilities

The definitions of entry level, first line supervisor, middle management, and command and general staff determine who needs what level of NIMS training. Examples for clarification of the NIMS training requirements are available in the following table. This can assist jurisdictions in making decisions regarding training for their personnel, and ultimately each jurisdiction must make these decisions based on an individual’s emergency role, not their normal duties.

Table A-1: NIMS Training Clarification	
Defined Federal Audience	Emergency Management Personnel
<i>Entry level first responders & disaster workers</i>	Any person with an emergency management/disaster response role. Examples include town/region/state employees designated to be part of the local/regional/state emergency planning or response organization, non-government or private sector personnel with emergency management roles, volunteers who support disaster relief efforts, and any person or organization referenced in any town Emergency Operating Procedures.
<i>First line supervisors</i>	All personnel designated as having a supervisory role in the local/regional/state Emergency Operating Procedures, any first responder who may be designated as the on-scene commander (including all qualified fire fighters, and law enforcement

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	officers in a supervisory capacity), and any individual trained under the requirements above for <i>Entry level first responders & disaster workers</i> who may be designated to supervise others during any phase of an emergency.
<i>Middle management</i>	All personnel who may be designated to perform in a leadership position in the Incident Command System, including incident commander, command staff officer, section chief, branch director, division or group supervisor, or unit leader, any department head or other individual designated as part of the leadership in the local/regional/state emergency response team, and any person designated to be on a multi-agency coordination system/emergency operations center staff.
<i>Command and general staff</i>	All personnel listed in <i>Middle management</i> with lead multi-agency coordination responsibilities, emergency managers, emergency management directors and emergency operations center managers.

RED Plan specific training is desired for all personnel involved in decisions to activate the RED Plan or execute the Plan once activated. All RESF chairs should be trained in order to understand their role in the process.

III. Concept of Operations

NIMS and other ODP training program content is defined by the agency developing the training. Qualifications and training for professionals are defined by each profession. CREPC uses the Instructional System Design (ISD) model to develop and deliver RED Plan training. Changes to the RED Plan require a training subject matter expert (SME) review to ensure course objectives and content remain relevant. CREPC provides coordination for all NIMS training and provides appropriate reimbursement for completing NIMS and other ODP approved training by emergency response personnel from the region. (See Capitol Region Emergency Planning Committee (CREPC) FY2004/2005 Homeland Security Grant Program Request for Overtime/Additional Cost/Stipend Reimbursement form and instructions for reimbursement/stipend information.) Venues for RED Plan training include normal CREPC meetings and other CREPC or member meetings set specifically for RED Plan training. It is the responsibility of each member of CREPC to ensure their personnel are trained on the RED Plan. Personnel from all agencies referenced in the RED Plan are invited to all RED Plan training sessions to ensure seamless interaction during RED Plan activation.

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A. Course Training Objectives

Course objectives for RED Plan training are listed below.

1. Explain the origins and purpose of the Regional Emergency Disaster (RED) Plan, and why it is needed for an effective regional disaster response.
2. Explain the relationship between the RED Plan, the National Incident Management System (NIMS), the National Response Plan (NRP) and local emergency operating procedures.
3. List the five RED Plan Incident/Event Status Levels and describe the conditions that each level pertains to.
4. Describe the purpose of Regional Emergency Support Functions (RESF) and what their functions are when the RED Plan is activated.
5. Explain how changing levels of the Homeland Security Advisory System (HSAS) could lead to activation of the RED Plan.
6. Describe circumstances that require the RED Plan to be activated.
7. Explain the role of RICS in RED Plan activation and management of incidents.
8. Explain how the RED Plan is activated to include who can activate the RED Plan, the decision process to determine if the RED Plan requires activation, the actual process for activating the RED Plan and the information required to be passed when activating the RED Plan.
9. Walk through a scenario requiring activation of the RED Plan to include the process used to determine that activation is required, the process of activation, managing information flow and tasking, the process of reporting to the incident and establishing operations, and incident stand down and post incident analysis.
10. Describe how the CREPC corrective action process is used to help identify, track and correct problems revealed in exercises and actual events.

IV. Organization and Assignment of Responsibilities

CREPC develops RED Plan training, determines who will deliver RED Plan training and coordinates RED Plan training sessions. CREPC members will provide facilities suitable for RED Plan training which will include Powerpoint projection capability and other normal classroom type facilities.

V. Administration and Logistics

CREPC will provide all training handouts/course materials, and maintain attendance records for all RED Plan training sessions.

Appendix B: RED Plan Exercise Guidance

CREPC exercise guidance is provided via the following policy statement and is subject to change.

CREPC ESF 5 POLICY STATEMENT

5-0107-01 Rev 1.3

RESF 5 Policy on Coordination of Drills and Exercises

SCOPE:

All CREPC participating towns, agencies and Regional Emergency Support Function groups.

Goal:

To coordinate the participation by CREPC participating towns, agencies and Regional Emergency Support Functions (ESF) in scheduled drills and exercises so as to maximize productive participation without overtaxing the resources of the participants

Strategies:

CREPC ESF 5 (Emergency Management) shall:

1. Identify and place on a 6-month calendar all proposed drills and exercises of potential interest to CREPC or Region 3 agencies
2. Create a 12 to 18 month long range planning calendar will also be developed, to assist all participating agencies in the development of their mid range exercise planning
3. Identify the goals and objectives of each proposed exercise to determine its value to any participating agencies
4. Identify common interests and objectives among the various exercises
5. Encourage a higher level of agency participation while simultaneously reducing the overall number of regional exercises
6. Eliminate unnecessarily high demand for participation in exercises leading to a dilution of assets and interest
7. Coordinate proposed regional exercises with private, state, NGO's and federal exercises

Policy:

1. As a general policy, CREPC recommends that regional and other agencies participate in a CREPC-recommended exercise at least once every six months to ensure that plans and policies are effective and useful
2. CREPC participating communities and agencies that wish to conduct a drill or exercise shall submit to CREPC ESF 5 (Emergency Management) a Request to Conduct an Exercise (see attached) *at least 120 days in advance* of the proposed date of the exercise. The Request shall include at least the following information:
 - a. Lead agency and Point of Contact (POC)
 - b. Date(s), time and location(s) of exercise
 - c. Goals and objectives of the exercise
 - d. Expected outcomes of the exercise

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- e. Potential participants (i.e. fire, police, Hazmat teams, local health, hospitals)
 - f. Is CREPC participation required or expected? If so, to what extent?
3. Upon receipt of the Request to Conduct an Exercise, CRCOG in conjunction with ESF 5 shall have 15 working days to evaluate and review the request according to the above stated objective and strategies. Upon completion of the review process, CRCOG in conjunction with ESF 5 shall release its recommendations to the sponsor agency
 - a. ESF 5 recommendations may include a recommendation to combine an exercise with that planned or proposed by another agency specifically to reduce the demand on regional personnel and assets
4. ESF 5 shall divide any proposed drills or exercises into two separate and distinct groupings: **Non-operational** group and **Operational** group
5. The **Non-Operational** grouping shall include cognitive exercises such as guided discussions and table top exercises (TTX)
 - a. Non-operational exercises generally place a lesser strain on regional assets since the entire exercise is conducted in a group setting and does not usually require the deployment of any physical equipment or assets
6. The **Operational** grouping shall include functional and full-scale exercises that potentially require the activation and deployment of regional personnel and other assets
 - a. If CREPC agencies or assets are expected to be participants, CREPC ESF 5 has the authority to recommend or not recommend that CREPC agencies participate, based on the proposed goals and objectives of the exercise, as well as on an ESF 5 assessment of the value of the proposed exercise to the potential participants
 - b. The final decision to comply with the ESF 5 recommendation to conduct an exercise, or to participate in an exercise, remains with the individual community or agency
7. Some exercises will be CREPC designed, driven, and operated. While other exercises may be driven and designed by external agencies (CT DPH, DEMHS or hospitals for example). Every attempt will be made to accommodate both internal and external exercises on the exercise calendar, while limiting itself to 4 operational group exercises per year.

Additional considerations:

Overtime/backfill reimbursement may be available in accordance with Homeland Security grant guidelines for HSEEP compliant exercises. CREPC members seeking reimbursement must notify CREPC as soon as possible to ensure proper reimbursement coordination.

It is understood that participation in any exercise is dependant on the actual, real time events occurring on the day of the exercise. Any participating agency may withdraw from an exercise if that agency's presence is required elsewhere for an actual emergency.

Approved and adopted

William H. Austin, Chair CREPC

August 2007

Appendix C: Homeland Security Advisory System (HSAS) Guidance and State of Connecticut Readiness Evaluation System

This appendix is under development.

Appendix D: Terms and Definitions

ARC	American Red Cross
CAO	Chief Administrative Officer
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCC	Citizen Corps Council
CCRPA	Central Connecticut Regional Planning Agency
CDOT	Connecticut Department of Transportation
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CFR	United States Code of Federal Regulations
CMED	Coordinated Medical Emergency Direction North Central Connecticut EMS Council, Inc
CONPLAN	U. S. Government Interagency Domestic Terrorism Concept of Operations Plan
CP8	Command Post 8 (Newington Fire Department)
CRCOG	Capitol Region Council of Governments
CRCOPA	Capitol Region Chiefs of Police Association
CREPC	Capitol Region Emergency Planning Committee (<i>pronounced see-rep-see</i>)
CRFCA	Capitol Region Fire Chiefs Association
CRMRC	Capitol Region Medical Reserve Corps
DEMHS	Department of Emergency Management & Homeland Security (State of CT)
DHS	U. S. Department of Homeland Security
DRI	Disruptive regional incident
DWI	Disaster Welfare Information System
EEI	Essential element of information
EOC	Emergency Operations Center
ERT	Emergency Response Team
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HICS	Hospital Incident Command System
HSAS	Homeland Security Advisory System
IC	Incident Commander
ICS	Incident Command System

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LEOP	Local Emergency Operation Plan
MACS	Multi-Agency Coordination System
MACU	Mobile Ambulatory Care Unit
MCI	Mass casualty incident
MDT	Mobile dispatch team
MMRS	Metropolitan Medical Response System
MRC	Medical Reserve Corps
MRI	Major regional incident
NARL	Newington Amateur Radio League
NIMS	National Incident Management System
NPS	National Pharmaceutical Stockpile
NRP	National Response Plan
ODP	Office of Domestic Preparedness
OSHA	Occupational Safety and Health Administration
RCC	Regional Coordination Center
R-ESF	Regional emergency support function
RED Plan	Regional Emergency Deployment Plan
RICS	Regional Integrated Coordination System
RID	Regional Incident Dispatch Team
RPO	Regional Planning Organization
SERC	State Emergency Response Commission for Hazardous Materials
SNS	Strategic National Stockpile
SRI	Standard Regional Incident
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapon of mass destruction