



Connecticut Statewide Citizen Corps Program Handbook

*Developed by the
Connecticut Statewide Citizen Corps Advisory Council and the
CT Division of Emergency Management of Homeland Security*

May, 2016 Version 2.0



State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security



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Statement of Purpose

This handbook replaces the August 2014 Grant Handbook for the Connecticut Citizen Corps Statewide Advisory Council.

Although the Citizen Corps umbrella of programs includes Community Emergency Response Teams (CERT), Fire Corps, National Neighborhood Watch, Medical Reserve Corps and Volunteers in Police Service, Connecticut has traditionally used Citizen Corps funding to support the highly successful CERT programs throughout the state.

This revised handbook provides the framework for the Citizen Corps Program in Connecticut and includes updated guidelines for the role of the Citizen Corps Council and the use of funding to support Citizen Corps units and initiatives in the state. It has also been revised to balance the continued growth of the Citizen Corps program in the state with the current level of funding provided by the federal Department of Homeland Security (DHS). In developing this revision a **Glossary of Acronyms** (Attachment A) was created to assist you as you read through this document.



Mark Amatrudo
Wilton Emergency Management
Director

Co-Chair, Statewide Citizen Corps Advisory
Council

DATE: 18 May 2016



William P. Shea, Deputy Commissioner
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DATE: 18 May 16

Section I. Citizen Corps Program Overview

Authority and Mission

The Citizen Corps Program was created pursuant to Presidential Executive Order 13254 of January 29, 2002. The mission of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

Division of Emergency Management and Homeland Security (DEMHS)

The Connecticut Department of Emergency Services and Public Protection (DESPP) is the State Administrative Agent (SAA) for the federal Homeland Security Grant Program (HSGP). Within DESPP, the Division of Emergency Management and Homeland Security (DEMHS) provides HSGP program management, including management of the State's Citizen Corps program, as part of the DEMHS statutory responsibility to provide a coordinated, integrated program for state-wide emergency management and homeland security. The DESPP Deputy Commissioner is responsible for DEMHS and chairs the DEMHS Statewide Emergency Management and Homeland Security Advisory Council (DEMHS Advisory Council), which brings together subject matter representatives from a variety of emergency management and homeland security disciplines and jurisdictions to share information and policy recommendations. The DEMHS Advisory Council has a number of Emergency Support Function¹ (ESF) working groups to further accomplish the DEMHS goals of collaboration, communication, and coordination.

Statewide Citizen Corps Advisory Council (SCCC)

The Connecticut Statewide Citizen Corps Advisory Council (commonly referred to as the "Statewide Citizen Corps Council" and abbreviated as SCCC in this document) serves as an ESF-5 (Emergency Management) working group of the DEMHS Advisory Council. The Council's primary purpose is to make policy recommendations to the Deputy Commissioner of DESPP/DEMHS and to brief the Advisory Council with regard to the implementation of statewide strategic planning for the Connecticut Citizen Corps Program. The SCCC operates in accordance with *Connecticut Statewide Citizen Corps Advisory Council Bylaws* (Attachment C).

Focus on Policy Development:

The main purpose of the SCCC is to recommend new policies for sustaining, enhancing and growing the Citizen Corps Program in the in the State of Connecticut.

A *Policy Development Workflow* is available in Attachment B.

There are nineteen (19) voting members of the SCCC, the Bylaws prescribe the manner in which members will be appointed to this committee and the organization they will represent, a list of current **SCCC Voting Members** is provided as Attachment D of this document.

¹ Emergency Support Functions (ESFs) are organized under the National Incident Management System (NIMS) to address critical emergency response functions. In his Executive Order 34, Governor Malloy has directed state agencies to follow the NIMS. Connecticut uses the ESF structure in its planning, preparedness, response, recovery, mitigation, and public communications activities.

Regional Citizen Corps Councils

Across the state, Councils of Government (COGs) generally serve as Regional Citizen Corps Councils (RCCC), although some COGs have established a separate Regional Citizen Corps Council. In the latter case, the COG provides support to the Regional Citizen Corps Council. The planning functions of the RCCC include: participation at SCCC meetings; preparing and presenting summaries of regional CERT activities; outreach/recruitment activities; assistance to towns with CERT applications/completion reports; developing and organizing training activities; review and approval of CERT team application; interface with REPT by providing updates at meetings; and, preparation of the SCCC annual report.

A list of current Regional Citizen Corps Councils can be found as Attachment E of this document.

Local Citizen Corps Councils

As of January 2016, there were also two local Citizen Corps Councils in Connecticut recognized on the FEMA website. They are located in the towns of Fairfield and Washington.

Local CERT Teams

Local CERT Teams are established under the auspices of a local emergency management director, or a police or fire service senior official. Volunteer CERT members are afforded certain liability and workers' compensation protections under Connecticut General Statutes Title 28 when statutory and legal conditions are met and the Team has been properly activated. Only CERT members who are 18 or older may be activated under Title 28. See *DEMHS Advisory Bulletin 2009-1 (Revised 7/21/09)* and *DEMHS Standard Operating Procedure and Activation Forms* (Attachments F and G, respectively). CERT members must be trained for the mission(s) for which it is anticipated they will be activated, and activations should be limited to those missions for which training has been received.

CERT Activation Requirement:

In order to receive Title 28 protection CERT activations, both emergency and non-emergency need to be approved by DESPP/DEMHS.

A *CERT Activation Flowchart* explaining this process is available as Attachment H. The *Attorney General's Letter* regarding Title 28 Protection as also provided in Attachment I.

Section II. Program Funding

As described earlier, DESPP is the State Administrative Agent (SAA) for Homeland Security Grant Program (HSGP) funding. Prior to FFY 2012, the Citizen Corps Program (CCP) and other programs such as Metropolitan Medical Response Systems (MMRS), received a separate federal allocation under the Homeland Security Grant Program. DESPP, as the SAA, administered the funds on behalf of the programs.

Starting in 2012, these programs no longer received separate federal allocations; instead, they were listed as allowable uses under the state's HSGP allocation.

Each year, DESPP/DEMHS convenes a meeting of the Homeland Security (HS) Working Group, an ESF-5 subcommittee of the DEMHS Advisory Council. The HS Working Group is the DEMHS stakeholder group that provides consensus on the annual Homeland Security Grant Program budget and application. The SCCC, along with other programs, presents a funding request to the Homeland Security Working Group. The SCCC co-chairs develop the funding request. In their development of the budget, the SCCC co-chairs coordinate with DEMHS and consider the issues and concerns of the Citizen Corps Program in Connecticut, including issues raised at SCCC meetings. The budget request includes a budget narrative and is broken down between the planning, training and equipment categories. The HS Working Group considers each program's funding request and provides consensus to DEMHS on final program allocations. If funded, the CCP program allocation will be available for eligible applications during the performance period of the federal award.

Section III. Application Categories for CERT

The Application Categories for CERT are: Category A Basic Training, Category B Advanced Training, Category C Planning, Category D Equipment, and Category E State-wide Applications (conference costs, equipment purchases etc.)

CATEGORY A: BASIC TRAINING

Grant Category Description

Category A Applications are made for the purpose of conducting the Community Emergency Response Team (CERT) Basic Training course. The CERT Basic Training course is a 20-hour course which covers basic preparedness skills such as fire safety, disaster medical operations, light search and rescue, disaster psychology, CERT organization, and recognition of terrorist incidents. The basic training course and any review courses should include appropriate training on any equipment provided to CERT members

Eligible Applicants

Municipalities and Councils of Governments are eligible applicants for Basic Training grants.

Application Maximum

The Applications for Basic Training (Category A) funding are capped at \$1,200. Allowable expenses will be reimbursed up to a maximum of \$1,200 for an approved application.

Eligible Use of Category A - Basic Training Funds

- 1) The reimbursement is capped at \$1,200 per course, of which no more than \$1,000 may be used to pay instructors. The maximum authorized rate for instruction is \$25 per hour.
- 2) In addition to payment of instructors, the following costs are eligible for reimbursement:
 - a) Meeting space costs (no-cost space should be used whenever possible)
 - b) Allowable supplies and equipment used for the training classes
 - c) Copying costs
 - d) Items for mission-specific response (items must be on the Authorized Equipment List (AEL))
http://www.fema.gov/media-library-data/20130726-1825-25045-7138/fema_preparedness_grants_authorized_equipment_list.pdf
 - e) ID apparel for new team members.

Important Category A Guidelines:

- 1. Food served at training is never an allowable expense. DESPP/DEMHS will not reimburse for these costs.**
- 2. Uniforms and apparel purchased must meet guidelines prescribed by DESPP/DEMHS. *Uniform Guidelines* are available in Attachment I.**

Other Requirements Concerning Category A – Basic Training Grants

- 1) **Category A - Basic Training grant applications must be approved before the course is started or any expenditure is made.** Expenditures made or costs incurred prior to course approval are ineligible for reimbursement.
- 2) There must be a minimum of 10 and maximum of 35 students to begin a class.
- 3) Free course manuals should be ordered directly from FEMA at least 6 weeks prior to the start of the course. Orders can be placed by calling the FEMA Distribution Warehouse at 1-800-480-2520. Orders can also be placed using the “CERT Manual Order Form”. The form can be found on the Citizen Corps section of the DESPP/DEMHS website.
www.ct.gov/demhs/.

Important Age Guidelines:

- 1. Students under 18 may take training classes for educational purposes, however they are not covered under Title 28 death, disability, injury, or for liability clauses.**
- 2. Municipalities providing training to students under 18 must comply with all local, state and federal requirements, and should customize training to be age appropriate. The municipality or another organization such as the Boy Scouts or Girl Scouts must cover volunteers between the ages of 16 -18.**
- 3. If CERT backpacks are given to students between the ages of age 16-18, the multi-tool must be removed from the backpack.**

2. DEMHS purchases basic CERT backpacks, under the state-wide application, which contain some basic equipment. Applicants should indicate on their application if they are requesting backpacks for students.

Loyalty Oath Requirement:

To become an official member of a CERT, a student who successfully completes the 20-hour Basic Training course must also take a loyalty oath administered by the local EMD in accordance with Section 28-12, of the Connecticut General statutes. See this link for the entire oath:

https://www.cga.ct.gov/current/pub/chap_517.htm#sec_28-12

3. The lead instructor for the course must have satisfactorily completed the CERT Train the Trainer course. Contact demhs.citizencorps@ct.gov for a list of available instructors who are interested in leading the course. Subject matter experts may be allowed to instruct certain portions of the curriculum. For example, a medical professional may instruct the section on disaster medical operations, a firefighter may instruct the section on fire safety, etc.

4. Upon completion of the course, a final class roster including first and last names of

all students completing the course should be submitted with the Project Completion Report. In order to ensure reimbursement, the Project Completion Report must be received by the DEMHS Grants Unit within 9 months of the date the course is approved. If the project completion report is not submitted within 9 months, the approval of funding is rescinded.

CATEGORY B: ADVANCED TRAINING

Grant Category Description

Category B Grants are made for the purpose of providing additional training to existing CERT Teams. Applicants must describe how the Advanced Training relates to the mission of that Citizen Corps unit.

Eligible Applicants

Municipalities and Councils of Governments are eligible applicants for Advanced Training grants. Each eligible applicant may apply for one Advanced Training Grant per calendar year.

Amount of Grant

The grant is capped at \$1,000. Allowable expense will be reimbursed up to a maximum of \$1,000.

Eligible Use of Category B - Advanced Training Grant Funds

- 1) The reimbursement grant is capped at \$1,000 per course. The maximum authorized rate for instruction is \$25 per hour.
- 2) In addition to payment of instructors, the following costs are eligible for reimbursement:

- a) Meeting space costs (no cost space should be utilized whenever possible)
 - b) Supplies and equipment used for the training classes
 - c) Copying costs
 - d) Items for mission-specific response kits http://www.fema.gov/media-library-data/20130726-1825-25045-7138/fema_preparedness_grants_authorized_equipment_list.pdf
 - e) ID apparel
- **Please note food served at training is not an allowable expense

Other Requirements Concerning Category B – Advanced Training Grants

- 1) Category B- Advanced Training grant applications must be approved before the course is started or any expenditure is made. Expenditures made or costs incurred prior to course approval are ineligible for reimbursement
- 2) There must be a minimum of 10 and maximum of 35 students age 18 or older in order to begin a class. Persons under the age of 18 are not authorized to receive Advanced Training.
- 3) Subject matter experts may be used to provide instruction for Advanced Training. There is no requirement to have a certified CERT trainer provide the instruction.
- 4) Upon completion of the course, a final class roster including first and last names of all students completing the course should be submitted with the Project Completion Report. The Project Completion Report must be received by the DEMHS grant unit within 9 months of the date the course is approved to ensure reimbursement. If the Project Completion Report is not submitted within 9 months, the approval of funding is rescinded.

CATEGORY C: PLANNING APPLICATION

Grant Category Description

Category C grants are made for the purpose of supporting Regional Citizen Corps Council planning related to the Citizen Corps program, including the promotion, formation, training, equipping, and sustainment of CERTs and other Citizen Corps units in their area.

Eligible Applicants

Councils of Governments serving as Regional Citizen Corps Councils or providing planning and support to Regional Citizen Corps Councils are eligible applicants for Planning funds. Each eligible applicant may apply for Planning funds once every 6 months.

Amount of Grant

The grant is capped at \$2,000 every 6 months. The final grant amount will be based on the documentation provided for completion of deliverables.

Eligible Use of Category C – Planning and Administrative Grant Funds

The following are deliverables associated with a Category C – Planning and Administrative Grant:

Participation of Regional Appointees at Statewide Citizen Corps Council Regular and Special Meetings

Summary of Regional Activities

- Provided at Statewide CC Regular Meetings

Other Regional CERT Activities:

(CERT Activities can vary by Region)

- Outreach/ Recruitment to CERT Teams
- Attendance Regional CERT Council meetings
- Town assistance with CERT applications/completion reports
- Developing, organizing training activities
- Participation in CCP subcommittees etc.

Review and signature of CERT Team applications by Regional Council or Representative or for Regions where towns do not typically utilize CCP funding, provide examples of training reported to DEMHS

Update by Regional appointees to the Regional Emergency Planning Team (REPT) on CERT Activities

Annual Report Prep: Conduct CERT Team outreach and preparation of Statewide CCP Annual Report

Other Requirements Concerning Category C – Planning Applications

Category C – Applications should be submitted using the following six-month periods, January 1- June 30 and July 1 – December 30.

CATEGORY D: EQUIPMENT GRANT

Grant Category Description

Category D grants are available to provide equipment, ID clothing or replacement training/activation equipment and supplies to existing teams (fire extinguishers, etc...).

Eligible Applicants

Municipalities with Citizen Corps Teams are eligible applicants.

Amount of Grant

The reimbursement grant is capped at \$1000. Each eligible applicant may apply for one Equipment Grant per calendar year.

CATEGORY E: STATEWIDE APPLICATIONS

Statewide Applications may be submitted for equipment purchases (backpacks, etc), conference costs etc. Statewide applications will be reviewed with the SCCC prior to approval by DEMHS.

Section IV. Application and Approval Process

- 1) Applicant completes **Application for Citizens Corps Program Funding** form. (The form is available on the Citizen Corps page of the DESPP/DEMHS website. Link provided below; <http://www.ct.gov/demhs/cwp/view.asp?a=2610&q=318056&demhsNav=1> . The application may be signed by the local Chief Executive Officer or the local Emergency Management Director on behalf of a municipality, or the Executive Director on behalf of a Council of Governments.

The applicant should indicate the proposed start date of the project when applicable (planning, basic training, advanced training).

- 2) Application is forwarded to and signed by the Regional Citizen Corps Council representative or the local Citizen Corps Council representative (if applicable).
- 3) The completed, signed application must be sent to the DEMHS Grants Unit at 1111 Country Club Road, 3rd Floor, and Middletown, CT 06457. All official grants documents should also be emailed to demhs.citizencorps@ct.gov.
- 4) Utilizing the **Grants Checklist for Review of Citizen Corps Applications (Attachment L)**, the DEMHS Grants Unit will review and approve Basic Training Applications, Advanced Training Applications, Planning, Equipment and Statewide Applications. Once review is completed, the applicant will receive an email informing them if their application is approved or if additional information is needed.
- 5) Please note: Application approvals are subject to funding availability. Application maximums will be revisited at the beginning of each year based on federal funding.
- 6) DEMHS Grant Unit staff will provide an update of approved applications to the SCCC at each Regular Meeting.

Important Update:

Each grant application is required to be approved by DESPP/DEMHS Grants Unit prior to beginning work. A **Grant Process Flowchart** is available as **Attachment K**.

Section V. Completion Report Process

- 1) After the approved activity is completed, the applicant should pay the approved allowable expenses prior to seeking reimbursement.

- 2) To receive reimbursement for approved allowable activities an applicant shall complete a Project Completion Report. *(Form is available on the Citizen Corps page of the DESPP/DEMHS website. Use the following link; <http://www.ct.gov/demhs/cwp/view.asp?a=2610&q=318056&demhsNav=/>)*
- 3) For Training, Advanced Training, Equipment purchases the project completion report should be used. The Planning Completion report is a separate document providing deliverable based planning funds.
- 4) The Project Completion Report should be verified and signed by the applicant and submitted with audit quality back up documentation to the DEMHS Grants Unit
- 5) 1111 Country Club Road, Middletown, CT 06457. The applicant should include back up documentation for each item they are seeking reimbursement of (copies of invoices, checks, etc). For approved training, the training must be completed and the completion report submitted within 9 months of the date of approval to ensure reimbursement. Planning reimbursements are based on deliverables. Applicants should attach documentation for each deliverable listed in the completion report.

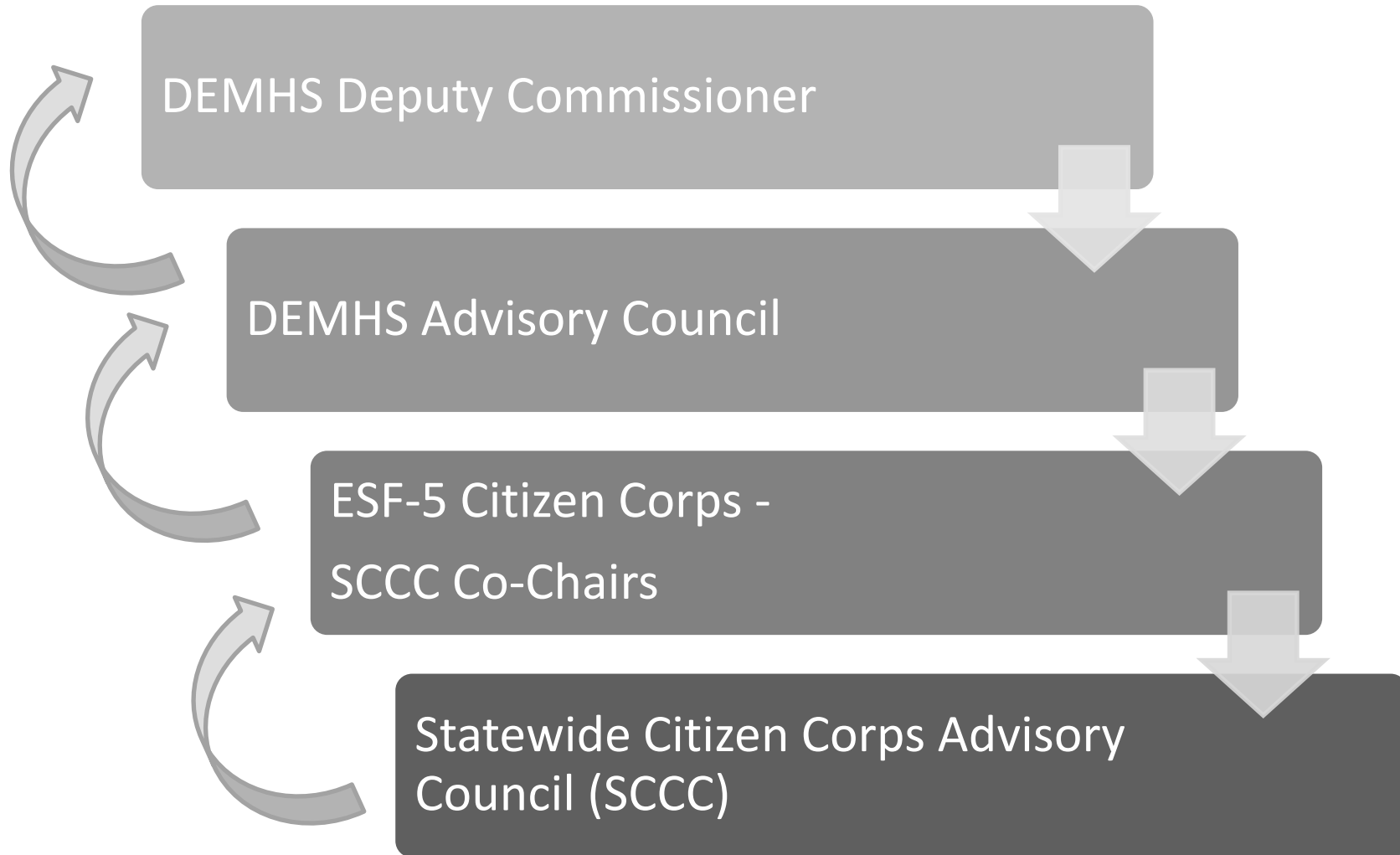
Important Deadline:

DESPP/DEMHS reserves the right to disallow funding if Project Completion report is not submitted within 9 months of receiving application approval or after expiration of the federal funding.

Attachment A: Glossary of Terms

Acronyms	
CERT	Community Emergency Response Team
COG	Council of Governments
DEMHS	Division of Emergency Management and Homeland Security
DESPP	Department of Emergency Services and Public Protection
DHS	Department of Homeland Security (Federal)
EMD	Emergency Management Director
ESF	Emergency Support Function
HSGP	Homeland Security Grant Program
MMRS	Metropolitan Medical Response System
MRC	Medical Reserve Corps
NIMS	National Incident Management System
RCCC	Regional Citizen Corps Council
REPT	Regional Emergency Planning Team
SAA	State Administrative Agency
SCCC	Statewide Citizen Corps Council

Attachment B: Policy Development Workflow



**THE BYLAWS
OF
CONNECTICUT CITIZEN CORPS STATEWIDE ADVISORY
COUNCIL/
AN ESF-5 VOLUNTEER MANAGEMENT WORKING GROUP
OF THE
DEMHS STATE-WIDE EMERGENCY MANAGEMENT AND
HOMELAND SECURITY ADVISORY COUNCIL
*July 16, 2015***

**ARTICLE I
NAME & PURPOSE**

1.1 Name, Authority and Purpose. The name of this CC Council of the DEMHS State-wide Emergency Management and Homeland Security Advisory Council (Advisory Council) shall be the Connecticut Citizen Corps Statewide Advisory Council (CC Council.) The CC Council shall be an ESF-5 volunteer management working group of the Advisory Council. The CC Council's authority derives from various state and federal statutes, including but not limited to: Connecticut General Statutes Titles 28 and 29, including Conn. Gen. Stat. §§28-1b(4) and 28-1a(c)(2) and other provisions dealing with the Division of Emergency Management and Homeland Security (DEMHS) of the Department of Emergency Services and Public Protection (DESPP). Its primary purpose is to make recommendations to the Advisory Council and the Deputy Commissioner of DESPP/DEMHS with regard to the implementation of statewide strategic planning for the Connecticut Citizen Corps Program, created pursuant to Presidential Executive Order 13254 of January 29, 2002, which established USA Freedom Corps, the umbrella program of Citizen Corps. Such CC Council recommendations may include but not be limited to the following:

- Assessment of current resources.
- Development of guidance on allocations, including recommendations on deliverables for authorized local/regional Citizen Corps Councils.
- Development of project funding recommendations to DESPP/DEMHS.
- Recruitment of first responders for the various Connecticut Citizen Corps Programs.
- Training instructors for delivery of various programs.
- Development and implementation of public education and specialized programs such as public health, animal rescue efforts and special needs citizens.
- Encouragement of collaboration among first responders, emergency management community stakeholders, volunteer groups and others.
- Encouragement of support and implementation of local emergency response teams and regional administration of all programs.
- Establishment and/or amendment of administrative procedures of the CC Council.

For purposes of these bylaws, if the position of Deputy Commissioner of DESPP/DEMHS is vacant, then all references to the Deputy Commissioner, including all responsibilities of the Deputy Commissioner, shall be assumed by the State Director of Emergency Management within DESPP/DEMHS.

ARTICLE II MEMBERS

For purposes of this Article, the term member, unless otherwise specified, refers to both voting and non-voting members.

2.1 Number, Election and Qualification. The CC Council shall have two classes of members-- voting members and non-voting members. The initial voting members will be selected and/or approved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the agency or organization represented. New members may be added at annual, special, or regular meetings, subject to the approval of the Deputy Commissioner of DESPP/DEMHS. A voting member may send a designee to serve in his/her capacity at a meeting, provided that the member notifies the Co-chairs of the designation by email prior to the meeting.

Voting Members. Voting members shall consist of the following:

- One DEMHS Regional Coordinator selected by the DESPP/DEMHS Deputy Commissioner, who shall serve as Co-Chair.
- One local official with Community Emergency Response Team responsibilities selected by the DESPP/DEMHS Deputy Commissioner, who shall serve as Co-Chair and also represent the CC Council on the DEMHS Advisory Council.
- Two representatives from each DEMHS region, chosen annually by the region's Regional Emergency Planning Team (REPT), who are active in one or more Citizen Corps programs in that region. In consultation with the DEMHS Regional Coordinator from that region, one representative from each region may be a CERT leader or member.
- One representative from the Connecticut Emergency Management Association (CEMA).
- One representative active in the administration or operations of one or more Medical Reserve Corps teams in the state.
- The remaining four DEMHS Regional Coordinators.
- A DEMHS Planner from a regional office.
- The DESPP/DEMHS Citizen Corps Coordinator.

In voting on any issue, the individual must identify himself/herself and the agency which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of any of their immediate family members, as defined in Conn. Gen. Stat. §1-79.

Non-Voting Members. Non-voting members are all others interested in furthering the goals of Citizen Corps, and may include, but not be limited to, one representative from the Department of Public Health, and one representative each from the American Legion or other organizations associated with Citizen Corps.

2.2 Tenure. In general, each member shall hold membership from the date of acceptance until resignation, removal, or end of term.

2.3 Power and Rights. In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the Deputy Commissioner of DESPP/DEMHS may determine.

2.4 Suspension, Removal. A representative may be suspended or removed by the Deputy Commissioner of DESPP/DEMHS for cause, after consultation with the agency represented. Failure to attend at least half of the CC Council meetings within a calendar year may be a specific cause for removal.

2.5 Resignation. A member may resign by delivering a written resignation to the Deputy Commissioner of DESPP/DEMHS, a Co-Chair of the CC Council or a meeting of the members.

2.6 Regular Meetings. Unless otherwise noticed, the regular meetings of the CC Council shall be held on the third Thursday of the month at a pre-determined location. Any change in location will be posted on the DESPP/DEMHS web site and announced to the CC Council members as soon as possible after the location change, but in any event, no less than 24 hours before the meeting. Each year, the CC Council will file a notice of its schedule of regular meetings with the Secretary of the State's Office.

In addition to notifying its members, the CC Council will provide a notice of its meetings, where practicable, at least one week prior to the meeting date, to any other person who has made a written request.

The CC Council will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the CC Council. The CC Council will also make its draft minutes of the previous meeting available at least 24 hours prior to the meeting at which said minutes are scheduled to be reviewed for approval.

Whenever possible, phone or video conference access to the meetings will be provided.

2.7 Special Meetings. Special meetings of the CC Council may be called up to 24 hours (excluding weekends, holidays, and days on which the Office of the Secretary of the

State is closed) before the time set for the meeting. A special meeting is called by filing with the Secretary of the State a notice stating the time, place and business to be transacted. No other business may be considered by the CC Council at a special meeting.

2.8 Emergency Meetings. An emergency meeting of the CC Council may be held without complying with the notice requirements in sections 2.6 and 2.7, provided that the CC Council files its minutes of the meeting, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State. The holding of any emergency meeting must be pre-approved by the Deputy Commissioner of DESPP/DEMHS.

2.9 Call and Notice.

A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.

B. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least seven days (7) or by e-mail or facsimile at least seven days (7) before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least seven days (7) before the meeting.

2.10 Quorum. At any meeting of the members, a Co-Chair and a minimum of seven (7) other voting members shall constitute a quorum.

2.11 Action by Vote. Each voting member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws. The presiding Chair will cast a vote only in the case of a tie.

**ARTICLE III
OFFICERS AND AGENTS**

3.1 Number and qualification. The officers of the CC Council shall be two Co-Chairs, selected by the Deputy Commissioner of DESPP/DEMHS, a Secretary, who shall be a DEMHS planner, and such other officers, if any, as the Deputy Commissioner of DESPP/DEMHS may determine. All officers must be voting members of the CC Council.

3.2 Tenure. Each officer shall each hold office until his or her successor, if any, is chosen or in each case until s/he resigns, is removed or becomes disqualified.

- 3.3 Co-Chairs.** The Co-Chairs shall be the chief executive officers of the CC Council and shall have general charge and supervision of the operation of the CC Council. One or both of the Co-Chairs shall preside at all meetings of the CC Council.
- 3.4 Suspension or Removal.** An officer may be removed at any time by the Deputy Commissioner of DESPP/DEMHS.
- 3.5 Resignation.** An officer may resign by delivering his or her written resignation to the Deputy Commissioner of DESPP/DEMHS and shall be effective upon receipt (unless specified to be effective at some other time). Acceptance of the resignation shall not be necessary to make it effective unless it so states.
- 3.6 Vacancies.** If any office of the CC Council becomes vacant, the Deputy Commissioner of DESPP/DEMHS shall appoint a new officer within fourteen days of the vacancy.

ARTICLE IV STEERING COMMITTEE

- 4.1 Steering Committee Membership.** There shall be a Steering Committee of the CC Council, whose members are appointed by the Deputy Commissioner of DESPP/DEMHS. Members shall include: the two CC Council Co-Chairs; at least one DESPP fiscal/grants representative; the DESPP/DEMHS Citizen Corps Coordinator, and; at least two municipal representatives active in or familiar with the administration or operations of one or more Citizen Corps Program. The purpose of the Steering Committee is to provide support to the CC Council to accomplish its activities as outlined in Article I, above.

ARTICLE V WORKING GROUPS

- 5.1 Working Groups; Ex-Officio Working Group Membership.** The CC Council may from time to time convene working groups, whose members shall be appointed by the co-Chairs, subject to the approval of the Deputy Commissioner of DESPP/DEMHS. The Co-Chairs shall be Ex-Officio members of all working groups. The purpose of a working group will be solely to advise and make recommendations to the CC Council. The Co-Chairs will assign topics to a working group at a meeting of the CC Council; the working group will research and discuss the topics and report back to the CC Council the results of its research. The Co-Chairs of the CC Council will appoint a Chair for each working group, who will preside at that working group's meetings and will report the status and nature of the working group's activities to the CC Council at each meeting of the CC Council.

**ARTICLE VI
AMENDMENTS**

6.1 These bylaws may be altered, amended or repealed in whole or in part solely by the Deputy Commissioner of DESPP/DEMHS, acting either: (1) after notice of the proposed change to the CC Council, or; (2) upon the recommendation of the two-thirds of the CC Council voting members present. Ten-day prior written notice of the intent to change these bylaws will be provided to all CC Council members.

**ARTICLE VII
DISSOLUTION**


7.1 This CC Council may be dissolved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the CC Council and the Advisory Council.

**ARTICLE VIII
RULES OF PROCEDURES**

8.1 The conduct of CC Council meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

Bylaws recommended by CC Council for approval: July 16, 2015

Bylaws approved by Deputy Commissioner: July 16, 2015



William P. Shea
Deputy Commissioner
Division of Emergency Management and Homeland Security
Department of Emergency Services and Public Protection

Attachment D: SCCC Voting Members

Appointed by/Representing	Name	Contact
DESPP/DEMHS Dep. Commissioner William Shea	Co-Chair, DEMHS Regional Coordinator	Vacant
DESPP/DEMHS Dep. Commissioner William Shea	Co-Chair Mark Amatrudo (Wilton) Local Representative	mark.amatrudo@wiltonct.org
REPT – Region 1	Sue Prosi (WestCOG)	sprosi@westcog.org
REPT – Region 1	Norma Peterson (Fairfield)	citizen corps@optonline.net
REPT – Region 2	Joel Severance (Region 2 CERT)	jseverance@snet.net
REPT – Region 2	Jean Davies (RiverCOG)	jdavies@rivercog.org
REPT – Region 3	Don Davis (Ellington) ESF 16 Chair	ddavis@ellington-ct.gov
REPT – Region 3	Harley Graime (Bristol)	Harleygraime@bristolct.gov
REPT – Region 4	Jim Larkin (NECCOG)	jim.larkin@necocog.com
REPT – Region 4	Jeff Williams (SECCOG)	Jeffrey.S.Williams1@navy.mil
REPT – Region 5	Paul Gibb (Northwest Hills)	paulgibb@optonline.net
REPT – Region 5	Joanna Rogalski (NVCOG)	jrogalski@nvcogct.org
CEMA	Don Janelle (Manchester)	djanelle@manchesterct.gov
MRC	Katherine McCormack (CR- MRC)	kmccor4040@aol.com
DEMHS Region 1	Robert Kenny, Regional Coordinator	robert.kenny@ct.gov
DEMHS Region 2	John Field, Regional Coordinator	john.field@ct.gov
DEMHS Region 4	Mike Caplet, Regional Coordinator	mike.caplet@ct.gov
DEMHS Region 5	Thomas Vannini, Regional Coordinator	thomas.vannini@ct.gov
DEMHS Planner	Eric Scoville, EMPS	Eric.scoville@ct.gov
DESPP/DEMHS Citizen Corps Coordinator	Tom Romano, Trainer	Thomas.romano@ct.gov

Last Updated- 5/2016

Attachment E: Regional Citizen Corps Councils

Council of Government	Address	Contact Info
Capitol Region Council of Governments	241 Main Street, 4th Floor Hartford, Connecticut 06106-5310	Telephone: (860) 522-2217, ext. 232 Fax: (860) 724-1274 E-Mail: lwrap@crcog.org Website: www.crcog.org
Lower Connecticut River Valley Council of Governments	145 Dennison Road Essex, Connecticut 06426	Telephone: (860) 581-8554 Fax: (860) 581-8543 E-Mail: sgold@rivercog.org Website: www.rivercog.org
Naugatuck Valley Council of Governments	49 Leavenworth Street, Suite 303 Waterbury, Connecticut 06702	Telephone: (203) 757-0535 Fax: (203) 756-7688 E-Mail: rdunne@nvcogct.org Website: www.nvcogct.org
Northeastern Connecticut Council of Governments	125 Putnam Pike (Route 12) P.O. Box 759 Dayville, Connecticut 06241-0759	Telephone: (860) 774-1253 Fax: (860) 779-2056 E-Mail: john.filchak@neccog.org Website: www.neccog.org
Northwest Hills Council of Governments	Suite A-1, 59 Torrington Road Goshen, Connecticut 06756	Telephone: (860) 491-9884 Fax: (860) 491-3729 E-Mail: rlynn@northwesthillscog.org Website: www.northwesthillscog.org
Southeastern Connecticut Council of Governments	5 Connecticut Avenue Norwich, Connecticut 06360-4592	Telephone: (860) 889-2324 Fax: (860) 889-1222 E-Mail: jbutler@seccog.org Website: www.seccog.org
Western Connecticut Council of Governments	888 Washington Boulevard - 3rd Floor Stamford, Connecticut 06901	Telephone: (203) 316-5190 Fax: (203) 316-4995 E-Mail: fpickering@westernctcog.org Website: www.westernctcog.org

Last Updated- 3/2016



STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY



ADVISORY BULLETIN 2009-1
REVISED JULY 21, 2009

RE: CERT Activation Policy

This Advisory Bulletin is intended to be read in conjunction with the revised CERT Standard Operating Procedure, revised July 21, 2009.

Thanks to the work of many local and state partners, the CERT program in Connecticut has become an active and important part of volunteer assistance in emergency situations.

Connecticut General Statutes §28-1(5) outlines the ways in which civil preparedness forces generally may be activated. **In order for volunteer civil preparedness force members to receive benefits under Conn. Gen. Stat. §28-14, the local Emergency Management Director must receive prior approval from the Commissioner of DEMHS to authorize their activation. See Conn. Gen. Stat. §28-7(h).** In order to provide a standardized process for CERT teams to be activated by DEMHS for purposes of Connecticut General Statutes Title 28 protection to assist in an emergency, a major planned event, or to engage in training under the auspices of DEMHS, a Standard Operating Procedure and Forms were created. This procedure should be used in the following situations, when DEMHS approval is appropriate:

- Emergency Situations where the incident is beyond the capability of other municipal resources;
- Major planned events where the event is beyond the capability of other municipal resources; and
- Training occurring under the auspices of DEMHS.

Activities which do not constitute training, a major planned event, or do not involve an emergency situation where the incident is beyond the capability of municipal resources or there are no other means of activating the team, should not be submitted to DEMHS for Title 28 coverage.

25 SIGOURNEY STREET, 6TH FLOOR, HARTFORD, CT 06106-5042
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

2009-1 CERT Activation Policy

The following are examples of appropriate activation requests that could be submitted to DEMHS.

- Driving homeless persons to state Armory for shelter during severe cold spell;
- Assisting in commodity distributions during a disaster;
- Assisting in managing an emergency shelter operation;
- Assisting public safety personnel at an emergency site or during a disaster.
- **Assisting with a major planned event.**

The following are examples of events that should **not** be submitted to DEMHS for activation for Title 28 purposes:

- Marching in a parade;
- Attending a municipal event and handing out recruitment materials;
- Running temporary lighting at every home game for a local baseball team;
- Conducting an orientation of the town by driving one's own car;
- Traffic or crowd control at every municipal event;
- Attendance at CERT annual conference or state Citizen Corps Conference

The following are examples of training activities that could be submitted to DEMHS:

- Classroom training that involves some element of physical activity or risk such as CPR training, fire extinguisher use;
- The initial CERT training course;
- Traffic or crowd control training at a small scale municipal event in order to practice and/or maintain skills and techniques;
- Search and rescue training at a nearby forest (should be appropriate to the particular CERT group).

The following are examples of activities that should **not** be submitted to DEMHS as training for Title 28 purposes:

- CERT Team meetings that do not involve any physical activity, such as regular monthly meetings, lecture or oath-taking meetings, executive board meetings;
- Traffic or crowd control at every municipal event;
- Attendance at CERT annual conference or state Citizen Corps Conference.

Although DEMHS will not process paperwork on certain activities, please consult the municipality for other liability coverage that may be available to the Team.

Finally, it is imperative that, when an emergency activation is approved by email after an oral or email request, all paperwork be submitted to DEMHS within 48 hours of the activation. **No training activation will be approved by DEMHS when the paperwork is submitted after the date of the training.**

2009-1 CERT Activation Policy

If a request for activation is submitted to DEMHS, but the activity is determined not to be subject to DEMHS approval, the documentation will be maintained by DEMHS as notification of the event.

Individuals who self-dispatch to a scene or activation without the approval of their local EMD will not receive Title 28 protection through DEMHS.

Statutory authority:

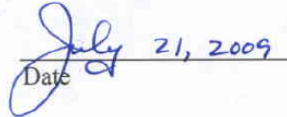
- Connecticut General Statutes §28-1(5).
- **Connecticut General Statutes §28-7(h).**

Other attachments:

- CERT Standard Operating Procedure and Forms
- July 20, 2006 Office of the Attorney General Legal Opinion

Issued by Order of the Commissioner of the Department of Emergency Management and Homeland Security:


James M. Thomas, Commissioner


Date

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT
AND
HOMELAND SECURITY
STANDARD OPERATING PROCEDURES**

Formerly DEMHS SOP: 5.4 Issued September 2007 Revised May 2013

**APPROVAL OF ACTIVITIES OF MEMBERS OF
THE COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)**

Introduction:

Public Act 11-51 created the Department of Emergency Services and Public Protection (DESPP). As of July 1, 2011, the former Department of Emergency Management and Homeland Security became the Division of Emergency Management and Homeland Security (DEMHS) as part of DESPP. Also under Public Act 11-51, jurisdiction of DEMHS is delegated to a Deputy Commissioner. Public Act 11-51, Section 136. This CERT Standard Operating Procedure has been revised to implement these changes.

Background:

On July 20, 2006, the Office of the Attorney General for the State of Connecticut issued a legal opinion that confirms that volunteer members of the Community Emergency Response Teams (CERT) are covered under the State of Connecticut Workers' Compensation Program, when certain statutory conditions are met.

Under Title 28 of the Connecticut General Statutes, specifically §28-14, CERT members who are working under the direction of a designated local official and: (1) have been recruited by the Local Citizens Corps; (2) have satisfied the requirements of Conn. Gen. Stat. §28-12 (the loyalty oath provisions), and; (3) are not employees of the state, municipalities or political subdivisions of the state, are construed to be state employees, and are afforded the protection provided for under Connecticut General Statutes Chapter 568 [workers compensation law] and §5-142 [disability compensation and death benefits provision], while participating in approved training for or engaged in authorized civil preparedness duty. Under §28-1(5), "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 engaged in training under the auspices of the Department of Emergency Services and Public Protections, the Divisions of State Police and the Emergency Management and Homeland Security within the Department of Emergency Services and Public Protection, or a municipal police department, for the purposes of eligibility for death, disability, and injury benefits as provided in Section 28-14." Thus, under §28-1(5), there are a number of different ways in which emergency activation or training activities may be authorized.

The following are guidelines established for the local emergency management community to follow when requesting DEMHS approval of any emergency activation or training activity in order to

ensure that the CERT volunteer members' training and/or participation in an event or disaster are covered under the opinion issued by the Office of the Attorney General. For further information on DEMHS/DEMHS approval of CERT activations, please see **DEMHS Advisory Bulletin 2009-1**.

Procedures for Local Emergency Management Director to Follow to Obtain DEMHS Approval:

1. Local Procedures in an Emergency Activation

Whenever the local Emergency Management Director (EMD) or local civil preparedness director deems it necessary to activate the members of the CERT through DEMHS in the case of an imminent or actual emergency, he/she will:

- Request DEMHS approval through the Regional Coordinator by phone or by email. Make sure that a response is received from the Regional Coordinator so that you know the request has been received.
- Follow up with a written request as soon as possible, but not more than **48** hours after the initial request is made.

REMEMBER, under Title 28, a CERT team may also be activated by local civil preparedness personnel or state or municipal police personnel to assist in any emergency.

The written request shall contain:

- Date and anticipated times of the activation.
- Names of the CERT members involved.
- Reason for the activation or training request, including details of the activities to be taken or that have been taken.

By submitting the names of the Team members, the local EMD is certifying that these members have received appropriate training under the Local Citizens Corps organization and have been sworn in annually under Conn. Gen. Stat. §28-12 or are in training to be sworn in under that section.

CERT members who self-dispatch to an emergency scene without the approval of the local EMD will not receive Title 28 protection through DEMHS.

The local EMD shall maintain a log (See attached Sample) of all emergency activation requests submitted to DEMHS.

The local EMD shall also maintain a roster of current CERT members, including their names, contact information, and training received. Annually, the local EMD will provide an updated copy of this roster to the DEMHS CERT Teams Coordinator. Under §28-12, all CERT members must be sworn in annually.

2. Local Procedures in a Training or Pre-planned Large Scale Event Activation

Whenever the local Emergency Management Director (EMD) or local civil preparedness director deems it necessary to activate the members of the CERT through DEMHS in the case of training or a large scale scheduled event, he/she will:

- Submit the request in writing to their respective Regional Coordinator **at least two weeks before the date of the proposed training or event**. Training or event activities submitted after the date may not be approved by DEMHS.
- If the request is submitted by fax, the EMD must provide the original documentation to the Regional Coordinator as soon as possible.

REMEMBER, in accordance with Title 28, some training may take place under the auspices of the Connecticut Department of Emergency Protection and Public Protection, the DESPP Division of State Police, or a municipal police department, rather than under the auspices of DEMHS. Also, activities may not rise to the level of a DEMHS activation (e.g., handing out brochures at a local fair or traveling to the annual state Citizen Corps or CERT conference. See DEMHS Advisory Bulletin No. 2009-1 for more details.)

The written request for DEMHS approval shall contain:

- Date and anticipated times of the activation.
- Names of all CERT members anticipated to be involved.
- Reason for the activation or training request, including details of the activities to be taken.

If the EMD wishes to submit one form for multiple activities, specific information must be provided for each training activity.

By submitting the names of the Team members, the local EMD is certifying that these members have received appropriate training under the Local Citizens Corps organization, and have been sworn in annually under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section.

The local EMD shall maintain a log (see attached sample) of all training or pre-planned event requests submitted to DEMHS, for review by either the Office of Attorney General and/or by DEMHS.

The local EMD will maintain a roster of current CERT members, including their names, contact information, and training received. Annually, the local EMD will provide an updated copy of this roster to the DEMHS CERT Teams Coordinator. Under §28-12, all CERT members must be sworn in annually.

.....

Procedures for DEMHS Staff To Follow in CERT Approval Process

1. DEMHS Procedures in an Emergency Activation

In an emergency situation, the DEMHS Regional Coordinator shall:

- Review the request of the local EMD.
- Forward the request with a recommendation of approval or denial, based upon the information submitted by the local EMD, to the State Emergency Management Director. If the recommendation is to deny the request, the Regional Coordinator will provide a brief explanation.

After consultation with the State Emergency Management Director, the DEMHS Deputy Commissioner may delegate approval of routine emergency CERT activations to the DEMHS Regional Coordinators. If a Regional Coordinator approves an emergency request of a local EMD, the Regional Coordinator shall forward the request, with the Regional Coordinator's approval, to the State Emergency Management Director.

It is also the responsibility of the DEMHS Regional Office to:

- Notify the local EMD of the State Emergency Management Director's approval or denial of the activation request (see below).
- Obtain the original written request within 48 hours of approval.
- Supply the requesting EMD with a copy of the completed documentation.
- Maintain a log (see attached sample) of all requests submitted to that office.

The State Emergency Management Director shall:

- Approve or deny the request.
- Provide notification of the activation/denial to:
 - DEMHS Regional Coordinator (who will notify the requesting jurisdiction).
 - DEMHS Deputy Commissioner.
 - Other Regional Coordinators.
 - Duty Officers.
 - DEMHS Operations Manager.
 - DEMHS CERT Coordinator.
 - DEMHS Legal Advisor.

In the absence of the State Emergency Management Director, the request for approval may go to the Office of the DEMHS Deputy Commissioner.

Within 48 hours, written paperwork to support the activation must be submitted by the local requester, through the DEMHS Regional Office, to the Office of the State Director of Emergency Management. The Office of the State Director of Emergency Management shall:

- Keep the original documentation.
- Forward fully executed copies to (a) the Regional Office and (b) the DEMHS CERT Teams Coordinator.
- Maintain a log of all emergency requests submitted to DEMHS.

2. DEMHS Procedures in a Training or Pre-planned Large Scale Event Authorization

When the Regional Coordinator receives a request for DEMHS CERT training or pre-planned large scale event authorization, s/he must:

- Review the request of the local EMD.
- Forward the request with a recommendation of approval or denial to the DEMHS CERT Coordinator, and a copy to the Office of the DEMHS Deputy Commissioner. If the recommendation is to deny the request, the Regional Coordinator will provide a brief explanation.¹
- Supply the requesting EMD with a copy of the completed documentation.
- Make sure that original documentation is provided to the DEMHS CERT Coordinator for any request that has been faxed in for review.
- Maintain a log (see attached Sample) of all training and scheduled event requests submitted to that office.

The DEMHS CERT Coordinator shall:

- Review the request.
- Recommend approval or denial. If the recommendation is to deny the request, the DEMHS CERT Teams Coordinator will provide a brief explanation.
- Forward the request to the Office of the DEMHS Deputy Commissioner, with a copy to the Regional Coordinator.

The DEMHS Deputy Commissioner-- or in his absence, his designee²--shall approve or deny the request and return the paperwork to the DEMHS CERT Teams Coordinator, who shall:

- Notify the Regional Coordinator (who shall notify the requesting jurisdiction).
- Also notify:
 - State Emergency Management Director.
 - DEMHS Legal Advisor.
- Send a fully executed copy of the documentation to the Regional Coordinator.
- Maintain the original paperwork in a log of all CERT training/pre-planned large scale events.

Filing a Claim for Workers' Compensation:

In the event that a CERT volunteer member is injured in either a pre-approved training or real emergency event, the following procedures will be followed to file a claim with the State of Connecticut Workers' Compensation Commission.

¹ In the absence of the DEMHS CERT Teams Coordinator, the DEMHS Deputy Commissioner may receive the request directly. The DEMHS Deputy Commissioner will approve or deny, and the notifications and paperwork will be handled by the Office of the DEMHS Deputy Commissioner, with originals provided to the DEMHS CERT Teams Coordinator.

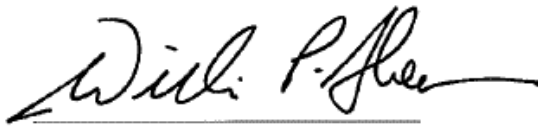
² In the absence or upon the delegation of the DEMHS Deputy Commissioner, the State Director of Emergency Management may approve or deny the request.

The local EMD will immediately make sure that the CERT member is treated for any medical issue and take all reasonable efforts to prevent further injury to the CERT member or other members.

Once the immediate medical situation is stabilized, the local EMD will notify the DEMHS Regional Coordinator of the details of the accident/ injury to the member(s) of the CERT. In addition, the local EMD will contact the third party administrator for the State of Connecticut using the following injury reporting hot line: **1-800-828-2717**

The DEMHS Regional Coordinator will immediately notify the DEMHS State Emergency Management Director, the Operations Manager, and the CERT Teams Coordinator of the accident/ injury. The DEMHS CERT Teams Coordinator will then notify the Office of the DEMHS Deputy Commissioner of the injury.

The DEMHS CERT Teams Coordinator will be the initial primary point of contact between the State of Connecticut and the local EMD in assuring that the proper paperwork relating to the accident/injury is completed by the CERT member, as well as by the supervisor of the local CERT.



WILLIAM P. SHEA
DEPUTY COMMISSIONER
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

7 may 2013
DATE

Connecticut Department of Emergency Services and Public Protection
 Division of Emergency Management and Homeland Security
 Approval of Activation of Community Emergency Response Teams (CERT) Under Title 28

Activation for: Emergency / Training / Pre-planned Event (Circle one)

Requested By: _____ (Be sure to include first and last name, title, and town requesting)
 Date of Emergency/Training/Event: _____
 Starting Time of Emergency/Training/Event: _____ Ending Time of Emergency/Training/Event: _____

Location of Emergency/ Training/Event: (street address, town, state, zip code)

Reason for the Emergency/Training/Event:

Specific details of the proposed activities to be taken:

Signature of EMD: _____ / ____ / ____ :
 Date

Signature of DEMHS CERT Team Coordinator: _____ / ____ / ____ :
 Date

Signature of Regional Coordinator _____ / ____ / ____ :
 Date

Signature of DEMHS Deputy Commissioner/Director: _____ / ____ / ____ :
 Date

RECOMMEND: YES NO (Circle One) If training or event.
 If no, please explain:
 RECOMMEND: YES NO (Circle One) Regional Coordinator may
 approve emergency activation if authority has been delegated.
 If no, please explain:
 Approve Disapprove

Connecticut Department of Emergency Services and Public Protection
 Division of Emergency Management and Homeland Security

Team members that are participating in activation/training include:

Name Last	Name First	Street Address	City	State	Phone number

SIGNATURES

Local Emergency Management Director: _____ / _____ / _____ Date _____ DEMHS Deputy Commissioner/ State EMD: Date _____ / _____ / _____

By signing the names of the Team members, the local EMD is certifying that these members have received appropriate training under the Local Citizens Corps organization, and have been sworn in under Conn. General Statute 28-12 or are in training to be sworn in under that section. If the request is an imminent emergency, the local EMD will orally request the approval of the Regional Coordinator and then follow up with a written request as soon as possible but not more than 24 hours after the initial request is made. The local EMD will maintain a log of all requests submitted to DEMHS for review.

Connecticut Department of Emergency Services and Public Protection
 Division of Emergency Management and Homeland Security

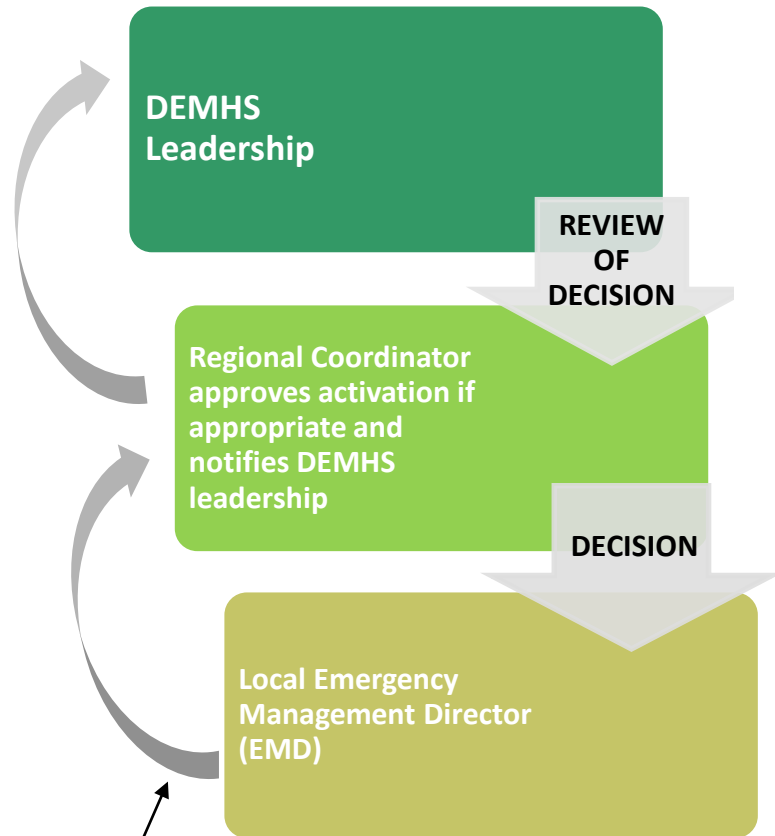
Log-CERT:

Town Requesting Approval for CERT Activation/Training: _____

Town	Activation	Training	Date	Time Submitted	Requested by	Approved	Disapproved	Comments

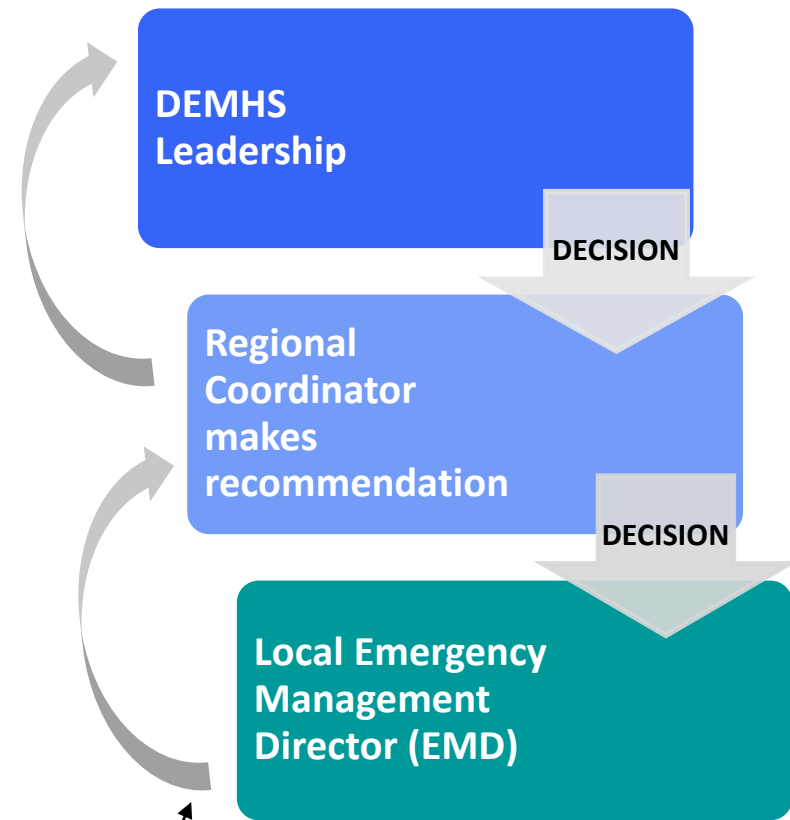
Attachment H: CERT Activation Flow Chart

CERT EMERGENCY ACTIVATION



Initial notification by the EMD to the Regional Coordinator may occur via email or phone. Follow up with a written request **MUST** occur within 48 hours.

PRE-PLANNED EVENT (IE. Fair, Parade Etc)



Request must be made in writing 2 weeks prior to event.

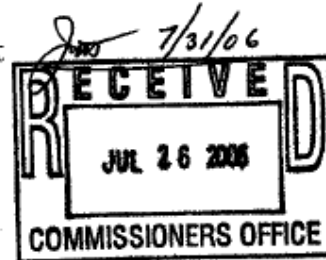
Attachment E: AG's Letter

RICHARD BLUMENTHAL
ATTORNEY GENERAL



55 Elm Street
P.O. Box 120
Hartford, CT 06141-0120

Office of The Attorney General
State of Connecticut



July 20, 2006

Honorable James M. Thomas
Department of Emergency Management and Homeland Security
25 Sigourney Street
Hartford, Connecticut 06106

Dear Commissioner Thomas:

You have requested our advice on whether volunteers under the Community Emergency Response Team (CERT) are protected under Title 28 of the Connecticut General Statutes during the course of their training for, and participation in, civil preparedness activities. It is our opinion that they are protected under Title 28.

You have advised us that CERT is a program which is part of the Citizen Corps initiative of the United States Department of Homeland Security (DHS). The Citizen Corps was established pursuant to Presidential Executive Order 13254 of January 29, 2002 which established the USA Freedom Corps. 67 FR 4869, February 1, 2002.¹ You further advised us that the DHS provides funding through the States to establish local Citizen Corps Councils. The local Citizen Corps Councils recruit, train and lightly equip CERT members to perform basic emergency response activities such as first aid, shutting off power mains, and light search and rescue, to assist other residents and local responders in times of emergency. CERT members work under the direction of a designated local official.

Conn. Gen. Stat. § 28-7 (f) provides as follows:

In the event of a serious disaster or of a sudden emergency, when such action is deemed necessary for the protection of health and safety of the people, and upon request of the local chief executive

¹ Section 3(b) (viii) of Presidential Executive Order 13254 was amended by Presidential Executive Order 13286 of February 28, 2003 to change "Director of Federal Emergency Management Agency" to "Secretary of Homeland Security." 68 FR 10619, March 5, 2003.

Honorable James M. Thomas
July 20, 2006
Page 2

authority, the Governor or the commissioner [of the Department of Emergency Management and Homeland Security], without regard to the provisions of section 22a-148, may authorize the temporary use of such civil preparedness forces², including civil preparedness auxiliary police and firemen, as he deems necessary. Personnel of such civil preparedness forces shall be so employed only with their consent. The provisions of section 28-14 shall apply to personnel so employed.

Conn. Gen. Stat. § 28-7 (h) states as follows:

Whenever, in the judgment of a local civil preparedness director, with prior approval of the commissioner, it is deemed essential to authorize the temporary assignment, with their consent, of any members of civil preparedness forces who are not paid employees of the state or any political subdivision thereof, for a temporary civil preparedness mission, the provision of section 28-14 shall apply. A complete written record of the

²According to Conn. Gen. Stat. § 28-1(5): "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 adopted pursuant to this chapter. 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 and emergency medical service personnel licensed or certified pursuant to section 19a-179, shall be construed to be a part of the civil preparedness forces. The Connecticut Disaster Medical Assistance Team and the Medical Reserve Corps, under the auspices of the Department of Public Health, the Connecticut Urban Search and Rescue Team, under the auspices of the Department of Emergency Management and Homeland Security, and the Connecticut behavioral health regional crisis response teams, under the auspices of the Department of 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 engaging in civil preparedness duty while assisting in such emergency or while engaging in training under the auspices of the Department of Emergency Management and Homeland Security, the Department of Public Safety, the Division of State Police within the Department of Public Safety or a municipal police department, for the purpose of eligibility for death, disability and injury benefits as provided in section 28-14.

Honorable James M. Thomas
July 20, 2006
Page 3

conditions and dates of such assignment shall be maintained by the local director concerned and such record shall be available for examination by the commissioner and the Attorney General. The commissioner shall establish the necessary procedures to administer this section.

Conn. Gen. Stat. § 28-14 (a) provides compensation for death, disability or injury incurred during training or participation in civil preparedness duties. It states in part as follows:

All members of any auxiliary police, auxiliary fire or other civil preparedness force shall be compensated for death, disability or injury incurred while in training for or on civil preparedness duty under the provisions of this chapter as follows: (1) Employees of the state, municipalities or political subdivisions of the state who are members of civil preparedness forces and for whom such compensation is provided by any provision of existing law shall be construed to be acting within the scope of their employment while training for or engaged in civil preparedness duties and shall be compensated in accordance with the provisions of chapter 568, section 5-142 or any special act concerning compensation to certain employees . . . (2) any persons who are engaged in regular employment apart from and separate from their duties as a member of civil preparedness forces and for whom such compensation is not so provided shall, while in training for or engaged in civil preparedness duty under the provisions of this chapter, be construed to be employees of the state for the purposes of chapter 568 and section 5-142 and shall be compensated by the state in accordance with the provisions of said chapter 568 and section 5-142.

It is clear from Conn. Gen. Stat. § 28-14 that CERT members who have been recruited by the Local Citizen Corps, who have satisfied the requirements of Conn. Gen. Stat. § 28-12, and who are not employees of the state, municipalities

Honorable James M. Thomas
July 20, 2006
Page 4

or political subdivisions of the state, are construed to be state employees, and are afforded the protection provided for under chapter 568 and 5-142, while participating in training for or engaged in civil preparedness duties.


Moreover, CERT members are immune from liability for actions taken in the course of their civil preparedness duties, except for wilful misconduct. Conn. Gen. Stat. § 28-13 (a) states as follows:

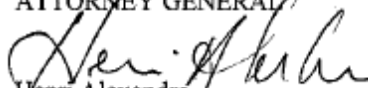
Neither the state nor any political subdivision of the state nor, except in cases of wilful misconduct, the agents or representatives of the state or any political subdivision thereof nor any member of the civil preparedness forces of the state nor any person authorized by such civil preparedness forces or by any member of such civil preparedness forces complying with or attempting to comply with this chapter or any order or regulation promulgated pursuant to the provisions of this chapter, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of the state nor any person employed by or authorized to assist any agency of the federal government in the prevention or mitigation of any major disaster or emergency, shall be liable for the death of or injury to persons or for damage to property as a result of any such activity. The Attorney General shall appear for and defend the state, any political subdivision of the state and the agents or representatives of the state or any political subdivision thereof or any member of the civil preparedness forces of the state or any other person exempted from liability for his acts under this section in any civil action brought for the death of or injury to persons or for damage to property as a result of any civil preparedness activity.

Honorable James M. Thomas
July 20, 2006
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It is our opinion that the foregoing statutory provisions make it clear that CERT members are protected under Title 28 of the General Statutes during the course of their training for, and participation in, civil preparedness activities.

Very truly yours,


RICHARD BLUMENTHAL
ATTORNEY GENERAL


Henri Alexandre
Assistant Attorney General

Attachment J: Uniform Guidelines

The team chief or designee will ensure that all members comply with the following uniform standards during incidents. Modifications such as use of rain gear will be determined by the team lead with consideration to the weather and the environment in which team members are working. When responding to an incident, team members should wear and bring with them:

- CERT Polo Shirt (preferably green)
- CERT Helmet
- CERT Reflective Vest (ANSI 2)
- Approved CERT Credential on lanyard and in plain sight
- CERT Response Bag
- Appropriate trousers (preferably khakis) and footwear for the weather and the environment
- Additional equipment upon approval of the Connecticut Statewide Citizen Corps Advisory Council.

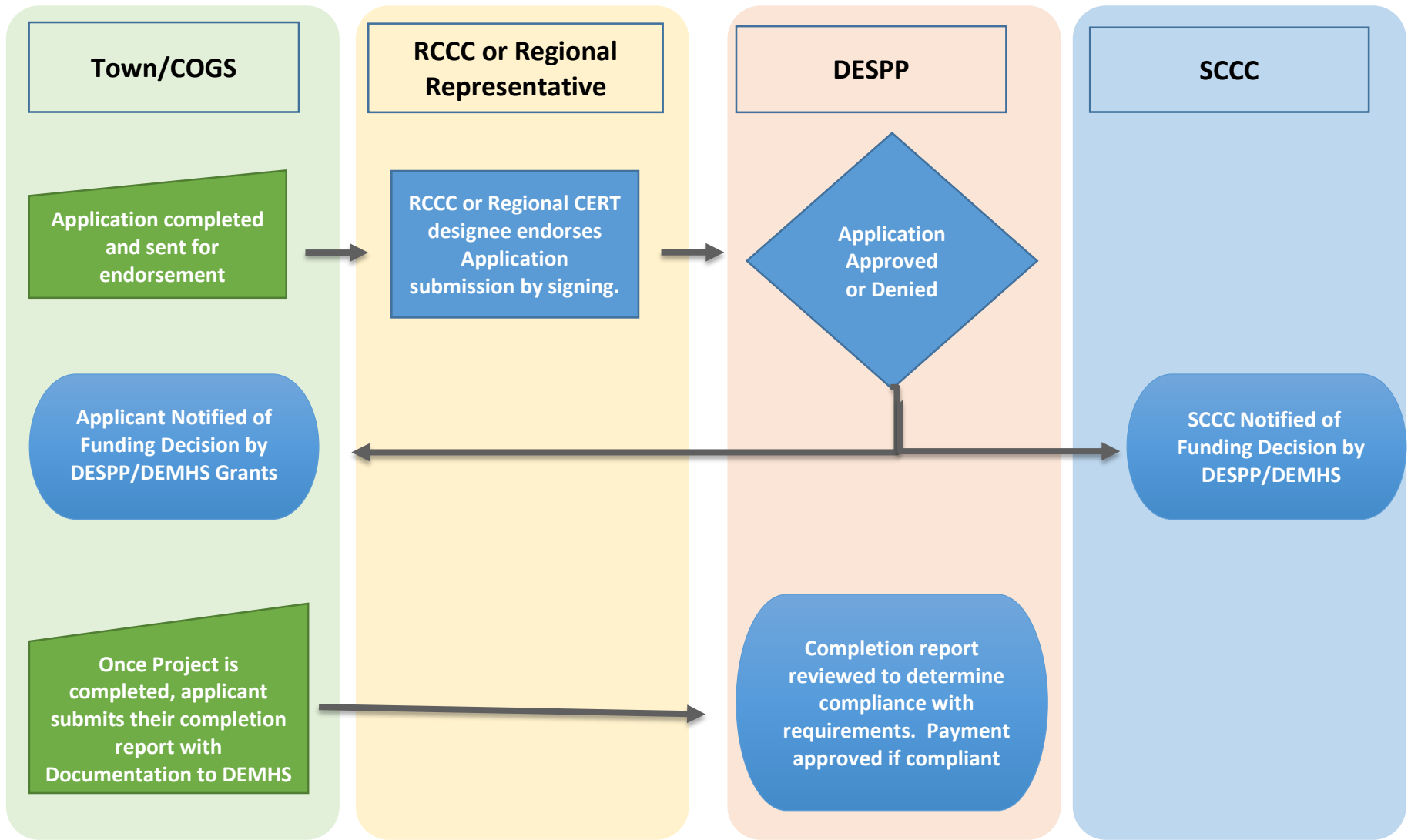
Administrative Notes:

1. CERT Uniforms should never resemble local or state law enforcement officials. DESPP/DEMHS reserves the right to approve and or deny uniforms if in conflict with policy.
2. The team lead is responsible for ensuring all members have the minimum listed equipment before any member is deployed to a staging area.
3. The team lead is responsible for ensuring compliance of uniform guidelines.

Recommended Team Equipment:

The Division of Emergency Management and Homeland Security recommends that team members build their response bag and team cache to appropriately respond to incidents for which they have been trained.

Attachment K: Grant Process Flowchart- Application and Completion Report



Attachment L: Grant Review Checklist

DEMHS Grants Checklist Review of Citizen Corps Applications

Basic Training Applications (Category A):

- Eligible Applicant
 - o Council of Governments
 - o Town

- Requested Amount -\$1,200 max
 - o No more than \$1,000 for instructors at \$25/hr
 - o Other allowable: meeting space, supplies and equipment used during training, copies, mission specific equipment (AEL), ID apparel

- Training start date is in future (allows for approval time) _____
Propose a minimum of 10 students, max of 35

- Authorized Signature
 - o Council of Governments, Director
 - o Town EMD, CEO

- Backpacks requested

Advanced Training Applications (Category B):

- Eligible Applicant
 - o Council of Governments
 - o Town

- Requested Amount \$1,000 max
 - o Max Rate for instruction \$25 hr
 - o Other allowable: meeting space, supplies and equipment used during training, copies, mission specific equipment, ID apparel.

- Training start date is in future (allows for approval time) _____

- Propose a minimum of 10 students, max of 35

- Authorized Signature
 - o Council of Governments, Director
 - o Town EMD, CEO

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Planning Applications (Category C):

- Eligible Applicant (authorized regional Citizen Corp Council of Authorized Council Agent)
- Planning period covers 6 months (Jan-June or July-Dec)
- Authorized Signature
- Amount requested if other than \$2,000 max

Equipment Applications (Category D)

- Eligible Applicant (existing teams)
 - o Council of Governments
 - o Town
- Requested Amount -\$1,000 - one application per eligible applicant per calendar year
 - o Allowable items: mission specific equipment (AEL), ID apparel, Equipment for exercises (ie. extinguisher refills)

Statewide Project Applications (Category E)

- Equipment Items: Backpacks, other CERT equipment or apparel items (reflector vests, hats, etc)
- Conference Costs: food (at per diem rate), facility expenses etc.

Applications will be reviewed, approved and processed by the DEMHS Grants Unit. Approvals will be based on allowability, completeness of the application and funding availability.

The Grants Unit staff will provide a report of approved applications at each Regular meeting of the Citizen Corp Council.