

**STATE SUPPORT FUNCTION (SSF) ANNEX 8
HEALTH AND MEDICAL SERVICES**

VTEOP

PRIMARY: Department of Health

SUPPORT: Secretary of State; Agency of Agriculture, Food & Markets; Agency of Education; Agency of Human Services; Agency of Natural Resources; Agency of Transportation; Department for Children and Families; Department of Disabilities, Aging and Independent Living; Department of Financial Regulation; Department of Labor; Department of Mental Health; Department of Public Safety, Division of Emergency Management and Homeland Security, State Police, and Division of Fire Safety; Office of The Adjutant General, VT National Guard; Vermont Office of Veteran's Affairs; American Red Cross; VT Funeral Directors Association; VT Pharmacists Association; VT State Medical Society

I. INTRODUCTION

State assistance under this function consists of health and medical service resources (including transportation) temporarily realigned from established programs having coordination or direct service capability for medical care, public health and sanitation, crisis counseling and deceased identification and mortuary services.

- A. MEDICAL CARE refers to emergency (including field operations) outpatient and inpatient medical care and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services.
- B. PUBLIC HEALTH AND SANITATION refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; and laboratory testing.
- C. CRISIS COUNSELING refers to the professional personnel, services, and facilities to relieve mental health problems caused or aggravated by a disaster or its aftermath.
- D. DECEASED IDENTIFICATION AND MORTUARY SERVICES refers to the identification and disposition of human remains.

II. MISSION

To ensure emergency provision of the state's governmental resources for medical and personal care; to facilitate and/or coordinate the provision of private resources for medical and personal care for disaster victims; to supplement and support disrupted or overburdened local medical service personnel and facilities; to perform deceased identification and mortuary services operations; and to relieve personal suffering and trauma.

III. CONCEPT OF OPERATIONS

- A. VDH is responsible for the coordination of all SSF-8 administrative, management, planning, training, preparedness/mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-8 annex. All SSF-8 supporting agencies will assist VDH in the planning and execution of the above.
- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
- C. VDH shall provide a Qualified Representative or Alternate, designated by the Commissioner, to represent him/her at the SEOC, who, on the behalf of, or in the Commissioner's absence from the SEOC, shall act to meet the SSF-8 health responsibilities.
- D. In coordination with, and in support of, the State Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- E. Medical Care: Provide or coordinate emergency outpatient and inpatient medical care and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services. Stage medical assets and deploy as needed to affected areas. Assist with coordination of patient relocation and establishment of emergency medical care centers.
- F. Public Health and Sanitation: Coordinates the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; surveillance; disease vector and epidemic control; immunization; and laboratory testing.
- G. Crisis Counseling: Manage crisis counseling and mental health assistance in coordination with the Department of Mental Health, American Red Cross, local clergy and other private resources.
- H. Deceased Identification and Mortuary Services.
 - 1. The Office of the Chief Medical Examiner has overall responsibility for care, identification, and disposition of human remains within his jurisdiction.
 - 2. SSF-8 shall contact authoritative organizations, local government entities and district health officials to assess the magnitude of need, determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. SSF-8 will coordinate security issues with SSF-13 (Law Enforcement).
 - 3. SSF-8 will assure the procurement of supplies and equipment (i.e. refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.), as required to maintain appropriate condition of the deceased until proper identification, notification

and disposition can be determined. Use of existing morgues and forensic personnel will be coordinated with state personnel and with dental/medical school personnel, as necessary.

4. In the event a deceased victim has no surviving family or next-of-kin, the State, shall assure that a dignified burial is provided by the local government with jurisdictional responsibility. Burial assistance to families of deceased veterans will be provided through the VT Office of Veterans Affairs.

IV. SSF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

A. Preparedness

1. General.

- a. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
- b. Participate in state exercises and conduct, periodically, an SSF-8 exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

2. Medical Care.

- a. Coordinate the provision of emergency outpatient and inpatient medical care and dental care.
- b. Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
- c. Maintain inventory lists of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units. Ensure an adequate supply of pharmaceuticals, supplies and equipment are on hand to respond to an emergency.
- d. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
- e. Develop and distribute protocols for the diagnosis and treatment of diseases/conditions that may be the result of a Weapons of Mass Destruction (WMD) incident and train health care providers on their use.
- f. Develop plans to implement strategic national (pharmaceutical) stockpile operations in Vermont.

- g. When emergency facilities are not available, plan for establishment of emergency medical care centers.
 - h. With the assistance of DEMHS, develop plans for emergency medical services response and transportation of patients to medical facilities.
 - i. Develop protocols and maintain liaison with Disaster Medical Assistance Teams (DMAT).
 - j. Assist in the organization of a Vermont disaster medical capability, which can be deployed to a disaster area on short notice and provide emergency medical care in either a fixed facility or field environment.
 - k. Plan for requesting federal medical assistance teams and coordinate for their support while operating in Vermont.
 - l. Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.
 - m. Identify agencies, organizations, and individuals capable of providing support services or assistance including Vermont Association of Hospitals and Health Systems and Vermont State Medical Society.
 - n. Develop plans with the SSF-14 (Public Information) for communication to the public regarding the emergency, personal protection, resources for care and information.
 - o. Prepare to assist in hazardous materials response.
 - p. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.
3. Public Health and Sanitation.
- a. Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies.
 - b. Develop systems to collect, analyze and monitor data on diseases and risks for diseases.
 - c. Develop sanitation inspection procedures and protocols to control unsanitary conditions.
 - d. Develop procedures for inspection of individual water supplies.
 - e. Develop procedures for identification of disease, vector and epidemic control.
 - f. Develop procedures for mass prophylaxis and immunization.

- g. Develop procedures and train laboratories for handling and testing of specimens and reporting results.
 - h. Develop plans with the SSF-14 (Public Information) for communication to the public regarding the emergency, personal protection, resources for care and information.
 - i. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.
- 4. Crisis Counseling.
 - a. Provide rapid response mechanism for crisis counseling (DMH).
 - b. Develop support relationships with government agencies, professional associations, private services and volunteer organizations (DMH).
 - c. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.
- 5. Deceased Identification and Mortuary Services.
 - a. Develop plans for location, identification, removal and disposition of the deceased.
 - b. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the SSF-14 (Public Information).
 - c. Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT).
 - d. Identify agencies, organizations, and individuals capable of providing support services for deceased identification including Vermont Funeral Directors.
 - e. Maintain a roster of agency, organizations and individuals capable of support services for deceased identification.
 - f. Assure the procurement of supplies and equipment (e.g. refrigeration units, body bags, stretchers, embalming supplies, transportation), as required, to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined. Coordinate use of existing morgues and forensic personnel with state personnel and with dental/medical school personnel, as necessary.
 - g. In the event a deceased victim has no surviving family or next-of-kin, the State shall assure that a dignified burial is provided. Burial assistance to families of

deceased veterans will be provided through the Vermont Office of Veterans Affairs.

- h. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.

B. Response

1. General.

- a. Coordinate information releases to the public with the public information officer in the SSF-14 (Public Information).
- b. Coordinate with federal regulatory agencies as required.
- c. Maintain records of expenditures and resources used for possible later reimbursement.
- d. If a Regional Coordination Center (RCC) is established in a Public Safety District (PSD), facilitate coordination of resources by respective district technicians within that PSD.
- e. Collect and report disaster impact information regarding hospitals and other health care facilities to SSF-5.

2. Medical Care.

- a. Coordinate the delivery of health, medical and dental services as outlined in paragraph IV. A. 2. above.
- b. Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies with VAHHS.
- c. Assure the coordination of patient evacuation and relocation.
- d. Track inventories of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units.
- e. Establish emergency medical care facilities, when needed.
- f. Organize a Vermont disaster medical capability to be deployed to a disaster area on short notice and provide emergency medical care in either a fixed facility or field environment.
- g. Request federal medical assistance teams and coordinate for their support while operating in Vermont.
- h. Implement strategic national stockpile operations.

- i. Arrange for DMAT services.
 - j. In conjunction with VAHHS and other appropriate organizations (VT Health Care Association), identify hospital and nursing home vacancies statewide.
 - k. Assist with hazardous materials response.
 - l. Coordinate information releases to the public with SSF-14 (Public Information).
 - m. With the assistance of DEMHS, develop plans for emergency medical services response and transportation of patients to medical facilities.
3. Public Health and Sanitation.
- a. Manage the public health and sanitation services as outlined in paragraph IVA3 above.
 - b. Determine need for health surveillance programs throughout the state.
 - c. Issue Public Health notice for clean up on private property using public support.
 - f. Implement mass prophylaxis and immunization clinics, when appropriate.
 - g. Collect, analyze and monitor data on diseases and risks for diseases.
 - h. Analyze lab specimens and receive/compile reports from other laboratories.
 - i. Coordinate information releases to the public with SSF-14 (Public Information).
4. Crisis Counseling: Coordinate for the provision of mental health and recovery services to individuals, families, and local jurisdictions with DMH.
5. Deceased Identification and Mortuary Services.
- a. Initiate the notification of deceased identification teams.
 - b. Retain victim identification records.
 - c. Coordinate DMORT services.
 - d. Coordinate state assistance for next-of-kin notification.
 - e. Coordinate use of existing morgues and forensic personnel with state personnel and with dental/medical school personnel, as necessary.
 - f. Procure supplies and equipment (e.g. refrigeration units, body bags, stretchers, embalming supplies, transportation), as required, to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined.

- g. In the event a deceased victim has no surviving family or next-of-kin, the State shall assure that a dignified burial is provided.
 - h. Collect and disseminate information regarding victims in coordination with SSF-14 (Public Information).
- C. Recovery
- 1. General.
 - a. Anticipate and plan for arrival of, and coordination with, Federal ESF-8 personnel in the SEOC and the Joint Field Office (JFO).
 - b. Ensure SSF-8 members or their agencies maintain appropriate records of activities and costs incurred during the event.
 - 2. Medical Care.
 - a. Assist BISHCA, VAHHS and VSMS with restoration of essential health and medical care systems.
 - b. Assist BISHCA and VAHHS with restoration of permanent medical facilities to operational status.
 - c. Assist the Vermont Pharmacists' Association with restoration of pharmacy services to operational status.
 - d. Coordinate local emergency services staff until local system is self-supporting.
 - e. Assist the Vermont Pharmacists' Association and VAHHS with emergency pharmacy and laboratory services.
 - f. Coordinate information releases to the public with SSF 14 (Public Information).
 - g. Request reimbursement for expenses, if authorized.
 - 3. Public Health and Sanitation.
 - a. Monitor environmental surveillance.
 - b. Continue epidemiological surveillance.
 - c. Continue long-term emergency environmental activities in conjunction with the Agency of Natural Resources.
 - d. Continue sanitation inspections.
 - e. Coordinate information releases to the public with SSF 14 (Public Information).

- f. Request reimbursement for expenses, if authorized.
- 4. Crisis Counseling.
 - a. Coordinate the management of crisis counseling and mental health assistance to individuals and families.
 - b. Request reimbursement for expenses, if authorized.
- 5. Deceased Identification and Mortuary Services.
 - a. Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
 - b. Provide a final fatality report.
 - c. Request reimbursement for expenditures, if authorized.
 - d. Receive the required death reports.
 - e. Disseminate information regarding victims.
- D. Mitigation
 - 1. Support and plan for mitigation measures with VAHHS, DEMHS, DHS, FEMA and other appropriate entities.
 - 2. Support requests and directives from the Governor and/or DHS, FEMA concerning mitigation and/or re-development activities.
 - 3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

- A. Department of Health
 - 1. Identify, train, and assign VDH personnel to staff SSF-8 in the SEOC.
 - 2. Collect and report disaster impact information regarding hospitals and other health care facilities to SSF-5.
 - 3. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during emergencies or disasters.

4. Coordinate and direct the activation and deployment of state agencies, volunteer health/medical personnel, supplies, equipment and provide certain direct resources under the control of VDH.
5. Develop and conduct drills and exercises to coordinate medical emergencies in disaster situations.
6. Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.
7. Coordinate the medical care for standard and special medical needs shelters to include providing interim nursing support to all shelters until the American Red Cross can provide the function.
8. Coordinate the medical care of the special medical needs shelters to include reimbursing the facility for replacement of medical supplies (when necessary); ensure sufficient medical staff are available to open shelters and approve admissions; maintain and ensure confidentiality of medical records; assist shelterees in making arrangements for essential medical equipment, as the situation allows (patients should bring medicine and equipment with them if possible); evaluate and arrange for special medical diets.
9. Coordinate need for initiating any waiver of rules and regulations or implementing special rules or regulations regarding licensed professional personnel.
10. Maintain and provide a listing of hospitals, nursing homes and adult care facilities including names of CEOs and 24 hour phone numbers.
11. In conjunction with VAHHS, maintain and provide bed availability status of all hospitals throughout the state.
12. In conjunction with VAHHS, determine status (bed availability, emergency room and decontamination capability) of hospitals.
13. Provide nursing personnel to assist in shelters, tent cities, public health clinics, etc.
14. Provide staff and services for monitoring public health conditions.
15. Restrict consumption of water supplies in the event of contamination and assist in inspection of water supplies.
16. Implement quarantine procedures as appropriate.
17. Coordinate with professional organizations for the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
18. Maintain current inventory lists of critical medical supplies, pharmaceuticals, equipment, licensed ambulance services, hospitals, and clinics.

19. Develop protocols and maintain liaison with Disaster Medical Assistance Teams (DMAT).
20. In conjunction with DEMHS, develop a medical team capable of evacuating critically ill patients using air transport.
21. Develop and coordinate a plan to receive and distribute pharmaceuticals under the strategic national (pharmaceutical) stockpile plan.
22. Provide food inspectors to assist in the inspection of restaurants and provide technical advice to mass feeding sites.
23. Provide transportation for health and medical services.

B. Secretary of State

1. Assist with temporary licensing of health care workers.
2. Maintain and be prepared to provide lists of pharmaceutical, dental and nursing personnel.

C. Agency of Agriculture, Food and Markets

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Be prepared to provide laboratory capabilities for screening and testing, as appropriate for identified incident requirements.

D. Agency of Education

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Identify medical personnel from within the educational system to support emergency operations.
3. Assist in distributing public health information to the state K-12 school system.
4. Assist in the coordination of school clinics based on the needs of the incident

E. Agency of Human Services

1. General:
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.

- b. Be prepared to provide personnel resources to support incident response and recovery needs.
- 2. Department for Children and Families
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - b. Be prepared to provide information for health and medical services to providers.
- 3. Department of Disabilities, Aging & Independent Living
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - b. Be prepared to provide disabilities and special needs information for health and medical services.
 - c. Be prepared to identify and coordinate the provision of accessible transportation assets.
- 4. Department of Mental Health
 - a. Provide rapid response mechanism for crisis counseling .
 - b. Develop support relationships with government agencies, professional associations, private services and volunteer organizations .
- F. Agency of Natural Resources
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - 2. Provide personnel and equipment to assist in offloading, receiving, handling, loading and transporting of materials to support logistics operations.
 - 3. Be prepared to provide laboratory capabilities for screening and testing, as appropriate for identified incident requirements.
 - 4. Be prepared to assist in testing water supplies as identified by SSF-8.
 - 5. Provide facilities for warehousing and/or storage, as available.
 - 6. Support the continuation of long-term emergency environmental activities.
- G. Agency of Transportation
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.

2. Provide personnel and equipment to assist in offloading, receiving, handling, loading and transporting of materials to support logistics operations.
3. Provide facilities for warehousing and/or storage, as available.
4. Be prepared to coordinate transportation assets for movement of personnel and equipment (an SSF-1 function).

H. Department of Financial Regulation

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Assist in sustainment and restoration of essential medical services.
3. Assist in the restoration of impacted permanent medical facilities to operational status.

I. Department of Labor

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Provide technical assistance related to worker safety issues.

J. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-8 concerning Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.
2. Fire Safety Division
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - b. Be prepared to provide facility safety inspections for emergency medical facilities prior to use.
 - c. Be prepared to coordinate assistance from the State HMRT for the collection or rapid transportation of laboratory samples for testing and analysis.
3. State Police

- a. Identify, train, and assign VSP personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
- b. Be prepared to provide assistance for the collection or rapid transportation of laboratory samples for testing and analysis.
- c. Provide technical assistance, equipment, laboratory, and body location documentation services for deceased identification and mortuary services.
- d. Be prepared to provide or coordinate the provision of security for public clinics and medical points of dispensing.

K. Office of Veterans Affairs

1. Identify, train, and assign VT Department of Veterans Affairs personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Assist with deceased identification of veterans through medical and dental records and provide liaison to US Veterans Affairs, as required.

L. Office of the Adjutant General, VT National Guard

1. Identify, train, and assign VTNG personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Assist with patient evacuation (ground and air).
3. Provide temporary morgue facilities, as available.
4. Provide security, transportation and personnel to implement the strategic national (pharmaceutical) stockpile operations.
5. Be prepared to provide assistance for the collection or rapid transportation of laboratory samples for testing and analysis.

M. American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Be prepared to provide medical and disaster mental health personnel for emergency operations.
3. Be prepared to provide biomedical supplies to support emergency operations.

- N. VT Funeral Directors Association: Provide mortuary services including personnel, supplies, equipment, transportation, and obtaining information from the families of deceased.
- O. VT Pharmacists Association: Assist with the procurement of pharmaceuticals or identification of sources for the procurement of pharmaceuticals.
- P. VT State Medical Society: Assist with procurement of physicians for emergency operations.

VI. FEDERAL INTERFACE

- A. This annex is supported by National Response Framework ESF-8, Health and Medical Services. Regional Health Administrators (RHA) with the Department of Health and Human Services are responsible for directing regional ESF-8 operations. Regional ESF-8 representatives will deploy with the Advance Emergency Response Team (ERT-A) to the SEOC or other designated location.
- B. Medical Care and Public Health and Sanitation
 - 1. In any emergency or major disaster, federal agencies are authorized, on the directive of the President, to provide states and local governments with emergency equipment, facilities, personnel, and supplies including medicines and consumables for emergency assistance to disaster victims.
 - 2. National Disaster Medical System (NDMS) DMATs will be activated and deployed as needed. DMATs may be activated for provision of patient reception, patient staging, casualty clearing, or other medical care activities.
- C. Crisis Counseling Assistance and Training

Consistent with delegated authority, the responsible federal authority will, subject to general policy guidance and coordination of the administrator:

 - 1. Provide professional counseling services to victims of major disasters in order to relieve mental health problems caused or aggravated by such major disaster or its aftermath.
 - 2. Provide financial assistance to state or local agencies or private mental health organizations to provide such services or training of disaster workers.
 - 3. Issue such rules and regulations as may be necessary and appropriate to effectuate this delegation.
- D. Deceased Identification and Mortuary Services
 - 1. Federal financial assistance is eligible only under Section 408, Individual Family Grant Program, for eligible individuals or families for burial or mortuary expenses. United States Military Veteran victims may be eligible for mortuary and burial

services provided by the U. S. Veterans Affairs on an individual basis whether or not a declaration is established. VT Office of Veterans Affairs will provide liaison to the US Office of Veterans Affairs. Social Security Administration burial benefits are available for victims meeting eligibility requirements.

2. If it is determined by the Regional Administrator of the Federal Emergency Management Agency (FEMA) that other federal aid or assistance will be provided, such aid will be channeled through the Director, DEMHS, who will be assisted in the administration of federal aid by the Commissioner of VDH.

E. SSF-8 will coordinate with Federal ESF-8 to obtain federal assistance as required.

**TAB B TO SSF ANNEX 8
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-8**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.