



*A publication of the Norwalk Fire Department- Office of Emergency Management*

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Best wishes to all for a safe and happy holiday season!



We are so thankful to have such a wonderful network of partners and volunteers to help keep our City prepared.

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## Introduction

The mission of the Office of Emergency Management is to coordinate the activities of all partner agencies preparing for, responding to and recovering from natural and human caused disasters. This concept will not be successful without the active participation of a broad cross section of municipal departments, non profit agencies and the private sector. We strive to provide you the tools to lean forward and anticipate community needs and the ability to effectively collaborate with other partners to meet those needs. Your engagement in this process is truly appreciated.

## Extending Your Agencies' Reach

The response community relies heavily on mutual aid when emergencies occur. Most recently the Norwalk Fire Department called on our neighboring communities to assist while we combated the Wall St Fire. Fire Apparatus from Westport, Wilton New Canaan and Stamford reported to the fire scene. Apparatus from Fairfield and Rowayton provided coverage at two of our stations to deal with other emergencies that occurred that morning. Chief Officers from Wilton and Westport reported to the scene to assist in the management of the over 75 emergency and support personnel. This model can be applied to any service our partners provide. By working together on routine programs and projects you build relationships that contribute to mutual aid capabilities when you need them the most. It should be noted that mutual aid can come from programs larger or smaller than your own. Those services can be general manpower or specific to the strengths or specialties of the providers. Another good example of this was following the 9-11 tragedy, the Fairfield County Regional HazMat Team worked with the FDNY to test and put in service HazMat equipment that replaced equipment that was damaged or destroyed. Mutual Aid agreements that build on collaboration create a network of support from agencies that share your mission.

## Internal Capabilities

Your staff is your greatest resource. They know what works and what won't during an emergency. We encouraged all our partners to spend a few minutes at each staff meeting discussing your emergency plan. Each of our newsletters contains a fact sheet that discusses Incident Command roles as well as seasonal safety tips. Please use one of these topics to engage your staff in a discussion about their roles in a response or how to spread the preparedness message to your employees, volunteers and the clients you serve. As a leader in your organization or department, you extend the reach of the City's planning activities by encouraging others to be prepared and making sure your own department/ agency has the capacity to respond and recover. Of course both Michele DeLuca and Chief McCarthy are available to participate in or facilitate a staff discussion on a wide range of preparedness and response topics.

## Incident Command System Role of the Month: Logistics

This is a continuation in the series providing an in depth look the ICS functions and the application to large and complex incidents..

The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- ❖ Facilities
- ❖ Supplies
- ❖ Medical services (for responders)
- ❖ Transportation
- ❖ Equipment maintenance & fueling
- ❖ All off-incident resources
- ❖ Communications
- ❖ Food services (for responders)

### **Major responsibilities of the Logistics Section Chief are to:**

- ❖ Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
- ❖ Manage all incident logistics.
- ❖ Provide logistical input to the IAP.
- ❖ Brief Logistics Staff as needed.
- ❖ Identify anticipated and known incident service and support requirements.
- ❖ Request additional resources as needed.
- ❖ Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
- ❖ Oversee demobilization of the Logistics Section and associated resources

Our next newsletter will address the last section of the ICS structure: Finance and Administration and will wrap up the *ICS role of the month* feature.

## Safe food handling during a disaster (and the holidays)

What do disasters and holidays have in common? Both require feeding a large number of people safely. Although you may not be hosting dinner for a hundred of your friends and family, as part of the City's disaster plan, we need to have plans in place to feed residents after an emergency. Whether we're providing meals at shelters (fixed feeding), going into impacted neighborhoods (mobile feeding), or providing meals to responders (canteen), we need to make sure we follow safe food handling guidelines.

During mass feeding operations, the Health department is an important partner to ensure we're preparing, serving and storing food safely. Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow these four guidelines to keep food safe:

**Clean** - Wash hands and surfaces often. **Separate** - Don't cross-contaminate. **Cook** - Cook to proper temperatures. **Chill** - Refrigerate promptly. For great resources on safe food handling when cooking for groups and during the holidays, visit the US Dept of Agriculture site: [http://www.fsis.usda.gov/factsheets/Safe\\_Food\\_Handling\\_Fact\\_Sheets/index.asp#groups](http://www.fsis.usda.gov/factsheets/Safe_Food_Handling_Fact_Sheets/index.asp#groups)

**All volunteers and partners are welcome to a Safe food handling presentation by Chef Mark D'Andrea. Learn great tips for food safety that can be used when helping in an emergency, sponsoring an event, or hosting a holiday celebration!**

**Date and time to be announced. Please call Michele at 203-854-0238 if interested!**

## 2010 Flu Season is Here

Flu season typically runs October through April. The Centers for Disease Control and Prevention recommend an annual flu vaccine as the first and most important step in protecting against the flu.

Flu vaccine is readily available in several locations in the city, including pharmacies and grocery stores. The cost for vaccine may vary by location. The Norwalk Health Department has flu vaccine available which is being given at clinic sites throughout Norwalk and on a walk-in basis at the Health department on Monday afternoons. Contact: 854-7776 or visit [www.norwalkhealth.com](http://www.norwalkhealth.com) for more information.

Although the World Health Organization has officially declared an end to the H1N1 pandemic, this does not mean that the H1N1 virus has gone away. Flu is a serious illness that can make even healthy children and adults sick. This year, a new universal vaccination recommendation was issued. Everyone six months of age and older should get a flu vaccine, especially people who are at high risk such as young children; pregnant women; people with chronic health conditions like asthma, diabetes or heart and lung disease; and people 65 years and older.

People who received the 2009 H1N1 vaccine should get another flu vaccine this season. In addition to a flu vaccine, follow these steps year-round to prevent the spread of germs: Wash your hands with soap and water often throughout the day, Cough or sneeze into a tissue or your sleeve, not your hands, Stay home from work or school when sick to avoid infecting others.

To learn more about flu vaccinations and staying safe this flu season visit: <http://www.pandemicflu.gov/>



Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Following a few simple tips will ensure a happy and fire-safe holiday season.



### Holiday Decorating

- ❖ Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
- ❖ Keep lit candles away from decorations and other things that can burn.
- ❖ Use lights that have the label of an independent testing laboratory. Some lights are only for indoor or outdoor use, but not both.
- ❖ Replace any string of lights with worn or broken cords or loose bulb connections. Connect no more than three strands of mini light sets and a maximum of 50 bulbs for screw-in bulbs.
- ❖ Use clips, not nails, to hang lights so the cords do not get damaged.
- ❖ Keep decorations away from windows and doors.



### Holiday Entertaining

- ❖ Test your smoke alarms and tell guests about your home fire escape plan.
- ❖ Keep children and pets away from lit candles.
- ❖ Keep matches and lighters up high in a locked cabinet.
- ❖ Stay in the kitchen when cooking on the stovetop.
- ❖ Ask smokers to smoke outside. Remind smokers to keep their smoking materials with them so young children do not touch them.
- ❖ Provide large, deep ashtrays for smokers. Wet cigarette butts with water before discarding

### Before Heading to bed

**Blow out** lit candles when you leave the room or go to bed. **Turn off** all light strings and decorations before leaving home or going to bed.

### Did you know?

- ❖ December is the peak time of year for home candle fires
- ❖ 30% of home fires start in the kitchen
- ❖ Unattended cooking is the leading cause of home fires.

## Who are our Partners?

### Community Partners

- Christian Community Action
- Connecticut Light & Power
- Connecticut Chapter- American Red Cross
- Fairfield County Business Council
- Family and Children's Agency
- Family Center- Center for Hope
- Human Services Council
- King Industries
- Norwalk Community College
- Norwalk Hospital
- Norwalk Hospital- Emergency Medical Services
- Norwalk Transit District
- Norwalk Chamber of Commerce
- Norwalk Exchange Club
- Norwalk Kiwanis Club
- Amateur Radio Emergency Services
- Open Doors- Norwalk Emergency Shelter
- Southwestern Regional Mental Health Board
- Southwestern Regional Planning Agency
- St. Vincent's/Hall-Brooke Hospital
- United Way of Coastal Fairfield County

### Private Sector Partners

In recent months our list of private sector partners has continued to grow. We'd like to thank these private sector partners for taking an interest in increasing their level of safety and preparedness and offering assistance to Norwalk before, during and after a local disaster.

### Public Sector

The following City Departments have been instrumental in moving our planning and preparedness efforts forward.

- Mayor's Office
- Building Department
- Code Enforcement
- City Clerk
- Department of Public Works
- Fair Rent / Human Relations
- Finance Department
- Fire Department
- Information Technology
- Norwalk Health Dept
- Norwalk Public Schools
- Personnel & Labor Relations
- Police Department
- Police Department: Animal Control
- Purchasing Department
- Recreation and Parks
- Town Clerk
- Rowayton Fire Dept
- Norwalk Housing Authority
- Norwalk Harbormaster

Also: a special thanks to our newly trained volunteers in our Disaster Reserve Program.

*We look forward to adding new partners to this list.*

## Save the Dates Volunteer Training

We are currently looking for volunteers and groups who would like to become trained as Norwalk Disaster Reserve members. All are welcome. You only have to attend each 3- hour class once.

<u>Class # 1: Foundations of Response</u>	<u>Class #2: Volunteer Job Training</u>
Saturday, November 13- 9a-12p	Saturday, November 13- 12p- 2p
Monday, December 6: 6:30-9:30p	Monday, December 13: 6:30-9:30p

These classes will be held at Norwalk Fire Headquarters- 121 CT Ave. To register, please call 203-854-0238

### Safe Food Handling for disasters and entertaining

For disaster volunteers and interested community partners, join Chef Mark D'Andrea to discuss safe food handling issues during a disaster (or the holidays). We are waiting to confirm the date and time and will send a follow up email once confirmed.

**Give the Gift of life this holiday season:** The Norwalk Fire and Police Departments and City Hall are sponsoring a blood drive: Nov 30- Dec 2 and Dec 4- Fairfield County Donor center- Westport Ave. Please bring a food item(s) to donate to help re-stock the shelves at our local food pantry. **Call 1-800-GIVE-LIFE to schedule an appointment.**