



STATE OF CONNECTICUT  
DEPT. OF EMERGENCY SERVICES & PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



**TO:** Municipal Chief Executive Officers, Service Chiefs, and Emergency Management Directors

**FROM:** William P. Shea, Deputy Commissioner

**DATE:** July 6, 2012

**RE:** Statewide Hurricane Exercise Update #4 - Incident Action Plan

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This memorandum is the fourth in a series of memorandums and messages containing information and tools to help you prepare for the upcoming Statewide Hurricane Exercise as well as for the next inevitable emergency.

Attached you will find the Incident Command System (ICS) forms that DEMHS is asking you to use during the Statewide Hurricane Exercise to create your Incident Action Plan (IAP) for both the pre-landfall and post-landfall portion of the exercise. Attachments include a MS Word version of the IAP that you can complete as well as a sample IAP and instructions for completion of the IAP and associated forms.

The sample IAP has been partially filled in to show you the type of information that should be included in an IAP. Using these standardized forms will help you to organize your response to a disaster to include documenting who is responsible for various actions and timeline requirements. You may notice terms that are unfamiliar to you, such as a Documentation Unit. These terms are flexible as your town may not have a designated Documentation Unit, but you can certainly identify a town clerk or other individual to keep track of the documents that are developed during your response.

This memorandum and attachments will also be posted on the DESPP/DEMHS website at <http://www.ct.gov/demhs>.

If you have any questions or if you require any additional information regarding the Statewide Hurricane Exercise, please contact us at DEMHS via e-mail at [demhs.eppi.questions@ct.gov](mailto:demhs.eppi.questions@ct.gov).

Sincerely,

A handwritten signature in black ink that reads "William P. Shea".

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