




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 J. Hackett, State Director of Emergency Management 

**DATE:** July 13, 2012

**RE:** Statewide Hurricane Exercise Update #7 -Topics for Day One of the Exercise (July 28, July 30)

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As promised, here is a list of topics to be considered on the first day, pre-landfall, portion of the Statewide Hurricane Exercise:

- Identify your municipal EOC location, and open it up.
- At the EOC, convene a meeting of the municipality's key leadership as a Unified Command to consider the preparedness actions that must be taken pre-landfall and immediately after the storm. (You should review the materials such as the Exercise Objectives that are posted at [www.ct.gov/demhs](http://www.ct.gov/demhs) for more details.) Remember that, in addition to the town manager or CEO, service chiefs, and the local Emergency Management Director, the Unified Command may include the school superintendent, public works director, social services, human resources, a private sector association representative, volunteer resources representative.
- The meeting should include a review of the following topics:
  - Review of the local plans, including Local Emergency Operations Plan, Hurricane Checklist or Plan, Mass Care Annex (new version has been sent to you and is available on DEMHS site)
  - Sheltering, including feeding and functional needs, transportation to shelters, multi-jurisdictional shelters
  - Declaration of a local emergency
  - Creation of an Incident Action Plan to establish who is responsible for what, and when
  - Review communications procedures and information and request flows, particularly to and from DEMHS Regional Office, utilities, and internally within the municipality
  - Possible evacuations—how, where, when?
  - Generator and fuel capacity within the community
  - Review priorities with utility representative
  - What resources do we have ready and what do we need (commodities, sandbags, public works equipment, etc.)

We are looking forward to this exercise as an opportunity to practice decision-making at the local, state, and private sector levels. This is also a great opportunity to try out new communications flows, as well as the Make Safe Protocol. Review the material—everything is available at [www.ct.gov/demhs](http://www.ct.gov/demhs). Also, if you have any questions, please send them to [demhs.eppi.questions@ct.gov](mailto:demhs.eppi.questions@ct.gov).

*25 Sigourney Street, 6<sup>th</sup> floor, Hartford, CT 06106  
Phone: (860) 256-0800 / Fax: (860) 256-0815  
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