

SATEP



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY  
**MEMORANDUM**

**TO:** Commissioners, State Agency Leads

**FROM:** James C. Rovella, Commissioner *10-25-19*  
Regina Y. Rush-Kittle, Deputy Commissioner *WRW 10/24/2019*  
William J. Hackett, State Emergency Management Director *WJH 10/24/19*

**DATE:** October 24, 2019

**RE:** State Agency Training and Exercise Plan:  
Executive Order 34- NIMS Compliance by January 3, 2020

Connecticut's capability to respond to a disaster is dependent on a robust training and exercise program that enhances all-hazards preparedness. A coordinated approach to preparedness and response involves working closely with our federal, local, tribal and private sector partners.

The State Agency Training and Exercise Plan (SATEP) implements Executive Order 34 and directs all State Agency Commissioners and Department Heads to work with the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) to ensure that: (a) all appropriate agency emergency activities and other plans follow the NIMS components, and; (b) all agency staff and contractors with roles in emergency preparedness, planning, response, or recovery are trained in the appropriate NIMS and ICS components, including active participation in planning, training, and exercises. The SATEP includes a list of required training, recommended additional training and exercise requirements.

The first step is to identify a single agency Point of Contact (POC) as the agency NIMS Training and Exercise Coordinator. The POC can reach out to DEMHS with any questions or documentation by emailing [DEMHS.TrainingandExercise@ct.gov](mailto:DEMHS.TrainingandExercise@ct.gov).

The next step is to identify employees and contractors who should take the required on-line courses listed on page 6. Each agency should maintain a roster of such employees, with a spreadsheet (template available on the [DEMHS](http://DEMHS) website). It is important to keep track of completed course work, including maintaining a file of certificates of completed courses for agency personnel.

**In order to ensure compliance, please have your NIMS Training and Exercise Coordinator complete the reporting forms for exercise and training found on the [DESPP/DEMHS website at https://portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Officials/Training-and-Exercise](https://portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Officials/Training-and-Exercise) and submit by email to the DEMHS Training unit at [DEMHS.TrainingandExercise@ct.gov](mailto:DEMHS.TrainingandExercise@ct.gov) no later than January 3, 2020.**

Thank you.

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