



STATE OF CONNECTICUT
DEPARTMENT 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: April 25, 2014

RE: 2014 Statewide EPPI Hurricane Exercise Memorandum #3
Extent of Exercise Play for Municipalities

This memorandum is the third in a series of municipal messages containing information and tools to help you prepare for the upcoming Hurricane Exercise, as well as for the next inevitable emergency. In Memorandum #2, distributed on March 17th, municipalities were asked to convene a functional needs working group at least once before the June 21 or June 23 exercise. The size of this working group may vary depending on the size of your town/city. Your DEMHS Regional Coordinator will be reaching out to you to determine the status of that activity and to see if you need any assistance or have any questions. Functional needs planning will also be discussed at the May 6th Annual Connecticut Conference of Municipalities (CCM) Emergency Management Symposium in Cromwell.

Each Municipality's level of play in this year's statewide exercise will be determined by how you wish to address the two main objectives related to functional needs planning—(1) sheltering/mass care, and (2) evacuation. You may participate with either a live drill or a tabletop event.

1 - Sheltering/Mass Care Options.

a. Open a community or multi-jurisdictional shelter that incorporates support for functional needs persons.

b. Conduct a tabletop with your local Unified Command, including the members of your functional needs working group.

2 - Evacuation Options.

a. Simulate/conduct a functional needs-based evacuation at a local facility (extent of evacuation determined by you).

b. Conduct a tabletop with your local Unified Command, including members of your local functional needs working group.

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Please confirm with your Regional Coordinator by **May 15, 2014** which options you will pursue, whether you will be conducting a live drill(s) or a tabletop event and the date of your exercise participation, either June 21, June 23, or both.

No matter which options you choose, the following steps will help to make the exercise a success:

1. Activate your local EOC.
2. 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. Remember that in addition to the Town Manager or CEO, service chiefs, the local Emergency Management Director, the Unified Command may include the School Superintendent, public works, social services, human resources, a private sector association representative, volunteer resources representative, your recovery coordinator and your **functional needs team or representative**.
3. The meeting should include a review of the following topics, with an emphasis on how you can integrate, or have integrated, functional needs issues into your planning:
 - a. Review of the local plans, including Local Emergency Operations Plan.
 - b. Declaration of a local emergency.
 - c. Emergency sheltering, including staffing, feeding and functional needs, transportation to and from shelters, multi-jurisdictional shelters.
 - d. Interaction with school system for sheltering, school closings and openings.
 - e. Public messaging and communications methods, including at shelters and for those who remain in their homes but may have specific needs—how are you getting the message out about what is available? How will you find out what people need? Will the resources that are usually available to seniors, children, etc... be available in an emergency?
 - f. Review communications procedures and information and request flows, particularly to and from DEMHS Regional Office, utilities, and internally within the municipality.
 - g. Generator and fuel capacity within the community—for example, what local gas stations have generators? How do you know what their fuel levels are?

h. What resources are available within the municipality and what is needed (commodities, sandbags, public works equipment, etc.)?

We have also included a functional needs planning tool for your consideration as you work with your functional needs group by the beginning of June. Developed by the State of Florida, this tool is called *Tips for Evacuating Vulnerable Populations* and is attached with this memo.

We are looking forward to this exercise as an opportunity to practice decision-making at the local, state, and private sector levels. If you have any questions or if you require any additional information regarding the 2014 EPPI Hurricane Exercise, please contact us at DEMHS via e-mail at demhs.eppi.questions@ct.gov.

This memorandum along with supporting products and exercise update messages will also be posted on the DESPP/DEMHS website at www.ct.gov/dehms.

Sincerely,

A handwritten signature in black ink that reads "William P. Shea". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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