



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



MEMORANDUM

TO: Municipal Chief Elected Officials/Executive Officers, Service Chiefs, Emergency Management Directors
FROM: William J. Hackett, State Emergency Management Director
DATE: May 15, 2012
RE: Statewide Emergency Planning and Preparedness Initiative (EPPI)
Update: **Your Input is Needed**

I am writing to update you on the preparedness and planning activities that local, state, federal and private sector partners have been working on, and to give you more details about the upcoming Statewide Exercise, to be held at the end of July.

If you have any questions about the exercise, please send them to demhs.eppi.questions@ct.gov. Your Regional Coordinator will answer you promptly.

The Statewide Exercise

First and foremost, this exercise is an opportunity for all of us to prepare for the next inevitable emergency event. Every town, state agency, and private sector entity that participates in the exercise objectives will have succeeded, because we will all be better prepared, not only for a widespread disaster but for the everyday emergencies as well. The more that we invest and engage in the exercise, the more that we will learn from it.

The exercise is designed with the expectation that every town in the state will participate.

The exercise, which is based on the 1938 hurricane scenario, is scheduled for July 28, 29, 30, and 31. The dates were deliberately chosen over both a weekend and weekdays so that towns with largely volunteer staff can participate on the weekend, and towns with paid staff can participate on weekdays.

The first day of the exercise (either July 28 or July 30) will involve hurricane pre-landfall planning and preparation, and will run from 8:00 am to 12 noon.

The second day of the exercise (either July 29 or July 31) will involve hurricane response and recovery, and will run from 8:00 am to 2 p.m.

Topics will be provided at least two weeks in advance of the exercise, so that towns can review and update plans and procedures, in order to use them at their Unified Command meetings.

A full description of the Exercise Objectives is attached, but in general, each town will:

- **Activate its Emergency Operations Center (EOC) on each of the two days.** It does not matter how large or small the EOC is—the important thing is to identify a location, and meet there as a team;
- **Convene a municipal Unified Command meeting on each of the two days.** The Unified Command is made up of the subject matter experts and town leaders and officials that the town Chief Executive Officer/Elected Official (CEO) needs around him or her to make critical decisions. In a hurricane scenario, the Unified Command should include: the Emergency Management Director; Service Chiefs (Fire, Police, EMS); Public Health Director; Human Resources; Public Works; School Superintendent; volunteer resources leaders; electric utility representative; and possibly a private business sector representative;
- **Working together, the municipal Unified Command will prepare an Incident Action Plan each day.** We will provide you with guidance on the Incident Action Plan. Some are more complex than others, but the purpose is the same—to set out a series of actions over a specified period of time. In other words, what needs to be done and by whom?
- **Exercise communications flow** in other ways as well, including use of Web EOC.
- **Exercise coordination with utilities.** Some towns will participate in actual on-site coordination of “make safe” crews with utility and local public works. Every town will set priorities

and report them following a procedure that we will provide to you in advance. The goal is for you to receive a timely response back to your request.

- **Every town will address sheltering issues.** See attached Objectives for more details, but some towns will open shelters, others will review and update their plans, and others will participate in multi-town shelter operations. Towns will use the new Mass Care Annex, see below, as a tool for this portion of the exercise.

Materials related to the exercise can be found at the “EPPI Tool Box” on the DEMHS website, at

<http://ct.gov/demhs/cwp/view.asp?a=4236&Q=499532&demhsNav=|>

Planning Update

We will provide you with many of the tools to help make this exercise a success. We have been working with many teams of local, state and other partners to enhance and update a variety of plans and procedures, which you will have before the exercise. **For example, the new Mass Care Annex, Version 1.0, is attached to this email.** The Annex was drafted and presented across the state, in order to capture best practices and lessons learned, particularly with regard to Sheltering and Feeding.

Other upcoming tools include a Commodities Request Form, and all-hazards Energy and Utilities Annexes for both state and local use, including restoration procedures and enhanced communications flow.

WHAT WE NEED FROM YOU:

Please provide your DEMHS Regional Coordinator with the answers to the following three questions as soon as possible, so that we can work together to plan this exercise:

1. My town will participate on these dates:
 - Saturday July 28 and Sunday July 29, or
 - Saturday July 28 and Tuesday July 31, or

