



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



TO: State Agency Commissioners and State Agency Heads
FROM: William P. Shea, Deputy Commissioner
DATE: June 18, 2014
RE: National Incident Management System (NIMS), State Agency Training and Exercise Plan (SATEP), and State Agency Continuity of Operations Plan (COOP)

As we prepare for this year's statewide exercise and for hurricane season, I just want to take the opportunity to remind you about two very important documents, both of which were sent to your agency last December.

The first is of the Governor's Executive Order No. 34 on the National Incident Management System (NIMS). The Executive Order can be found at (http://www.governor.ct.gov/malloy/lib/malloy/EO_34_NIMS.pdf).

Second, is the State Agency Training and Exercise Plan (SATEP). This plan includes a requirement for certain on-line Incident Command System training to be accomplished by July 1, 2014. Both documents are attached to this memorandum.

You will also find enclosed the Agency All Hazards Continuity of Operations Plan (COOP) template and worksheets, prepared by DEMHS for use by state agencies to assist in enhancing their COOP planning. As the first step in this planning initiative, eight primary emergency support function agencies will be completing their all hazards COOP planning by September 15, 2014. Those agencies are receiving a separate memorandum regarding their specific requirements. Other agencies are encouraged to review the template with their Incident Management Teams and begin their all hazards COOP planning process.

If you have any questions or if you require any additional information, I can be reached at 860.256.0810 or via e-mail at william.shea@ct.gov. Thank you for your continued commitment to Emergency Preparedness.

Sincerely,

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

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