



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: October 7, 2016

RE: 2016 Governor's Emergency Planning and Preparedness Initiative (EPPI) Statewide Exercise Memorandum # 2 – Extent of Play

This memorandum is the second in a series of memorandums and messages containing information and tools to help you prepare for the upcoming statewide EPPI exercise, as well as for the next inevitable emergency.

Extent of Play

- Municipalities are asked to select a date to participate, Saturday, October 29 or Wednesday, November 2, 2016. Exercise window is 8:00 a.m. to approximately 2:00 p.m.
- Participate in the Municipal Conference Call during the exercise.
- Identify your municipal Unified Command per your Local Emergency Operations Plan (LEOP) and consider the following representation, including but not limited to: CEO and/or Town Manager, Service Chiefs, local Emergency Management Director, School Superintendent, public works, local social services, recovery coordinator, and others. This year, consider including a representative from Emergency Support Function (ESF) 2 Communications, to be available to brief the Unified Command on communications resources and challenges. Utilize this ESF 2 representative as a General Staff position.
- Identify primary and alternate communications methods:
 - Complete an ICS-205 Form, Incident Radio Communications Plan.
 - Test all communications means – radios, landlines, cell phones, satellite phones, Everbridge (verify that municipal notification/contact information is current, etc.)

- WebEOC – Establish primary Emergency Management Director account and secondary support staff accounts, and review local shelter information on the WebEOC platform.
- Convene your Unified Command team in advance of the exercise. The meeting should include a review of the following topics:
 - Town's Local Emergency Operations Plan.
 - Identify roles and responsibilities of key personnel.
 - Procedure for declaration of a local emergency.
 - Emergency sheltering, including staffing, feeding and functional needs, transportation to and from shelters, multi-jurisdictional shelters.
 - Emergency evacuation plan.
 - Interaction with school system for sheltering, school closings and openings.
 - Make Safe Protocol and town utility liaison.
 - 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? How will you find out what people need? Will the resources that are usually available to seniors, children, functional needs populations, etc. be available in an emergency? How will you let people know if the usual plan cannot be followed? What are your plans to communicate with those for whom English is not the primary language?
 - Communications procedures, information and request flows, particularly to and from DEMHS Regional Office, utilities, and internally within the municipality.
 - Generator and fuel capacity within the community - for example, what local gas stations have generators? How do you know what their fuel levels are?
 - What resources are available within the municipality and what is needed (commodities, sandbags, public works equipment, etc.)?
 - How you will communicate with your local private sector/business partners? Do you have a point of contact such as the President of the

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local Chamber of Commerce who can disseminate information to and from the EOC and local businesses?

As a reference for the LEOP and related resources, the following link is provided:
<http://www.ct.gov/demhs/cwp/view.asp?a=4871&Q=582186&PM=1>.

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 2016 EPPI Exercise, please contact us at DEMHS via e-mail at demhs.eppi.questions@ct.gov.

All memorandums along with supporting products and exercise update messages will be posted on the DESPP/DEMHS website at <http://www.ct.gov/demhs>.

Sincerely,

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

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