



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: August 21, 2015

RE: 2015 Statewide Governor's Emergency Planning and Preparedness Initiative (EPPI) 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.
 - Select a school(s) within your municipality to exercise its Emergency Operations Plan (EOP).
 - Select a date to participate, Saturday, October 17th or Wednesday, October 21st, exercise window is 8:00 a.m. to approximately 2:00 p.m.
 - Participate in the Municipal Conference Call during the exercise.
 - Please forward After Action Review documentation and participant roster to your Regional Coordinator following exercise play.
- Identify municipal Unified Command per your Local Emergency Operations Plan (LEOP) and consider including the following, but not limited to: Superintendent, Principal, School Security Director, School Resource Officer, Facilities Manager, Transportation Manager, School Mental Health Professional, Local Social Services, and others.
- Convene your school Incident Command team in advance of the exercise to:
 - Connect Emergency Management, First Responder and School District Leadership.
 - Have available copies of the school's security and safety plan to the school Incident Command team for their advance review, and/or district plan as needed.
 - Identify roles and responsibilities of key personnel within each town such as the school superintendent, Board of Education chair, and municipal CEO, during activation of your Emergency Operations Plan.

25 Sigourney Street, 6th floor, Hartford, CT 06106
Phone: 860.256.0800 / Fax: 860.256.0815
An Affirmative Action/Equal Employment Opportunity Employer

- Identify primary and alternate communications methods to and from Town Leadership, First Responders, Emergency Management, School District, Individual Schools, and how to request necessary resources.

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 2015 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 black ink that reads "William P. Shea". The signature is written in a cursive style and ends with a long horizontal line that tapers to a point on the right.

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