



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: July 20, 2012

RE: Statewide Hurricane Exercise Update # 8 - Commodities Standard Operating Procedures (SOP) Final Draft

This memorandum is the eighth in a series of memorandums and messages containing information and tools to help you prepare for the upcoming Statewide Hurricane Exercise as well as for the next inevitable emergency.

Attached you will find the draft State Commodities Standard Operating Procedure (SOP). This SOP is the product of the Resource Support/Commodities Emergency Support Function (ESF) 7 Working Group, made up of local, state, and federal partners. This SOP describes the process by which the Commodities Task Force at the State Emergency Operations Center will work with municipalities, DESPP/DEMHS Regional Offices, Connecticut National Guard, and FEMA to provide commodities to communities affected by a disaster. This SOP is based on the best practices from the two major storms last year.

Please review the first 13 pages of the SOP carefully as it describes the flow for ordering and filling commodities requests. The Commodities SOP includes a Municipal Commodities Request Form that will be tested in the upcoming exercise. You will also see that the SOP institutes a Commodities Task Force Liaison in each DESPP/DEMHS Regional Office. The liaison will assist in the ordering process. I would like to pass on a special thank you to the Department of Correction, Department of Administrative Services Procurement Division, and the Connecticut National Guard for their work on the Commodities SOP.

Appendix C of the SOP includes a list of Local Commodities Points of Distribution (Local CPODs) that were provided by municipalities to DESPP/DEMHS. Please review this list carefully and provide any updated information to your Regional Coordinator.

This memorandum and attachment will also be posted on the DESPP/DEMHS website at <http://www.ct.gov/demhs>.

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If you have any questions or if you require any additional information regarding the Statewide Hurricane Exercise, please contact us at DEMHS via e-mail at demhs.eppi.questions@ct.gov.

Sincerely,

A handwritten signature in black ink that reads "William P. Shea". The signature is written in a cursive style and is followed by a long horizontal line extending to the right.

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