

2021 Simulated Emergency Test Columbia County Exercise

Exercise Plan *for October 2, 2021*

The Exercise Plan (ExPlan) gives elected and appointed officials, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

Version: 1.1 September 10,2021 Gordon L. Gibby KX4Z 325 246 6183
Columbia County Version : Draft September 11, 2021 D Bradley Swartz N5CBP

This may be considered an Official Version for the Exercise.
Notification of any significant changes from this version will be posted on the
NF4CA.org EmComm page and will generally be communicated by email to net control
or other leadership positions.

EXERCISE OVERVIEW

Exercise Name	2021 Simulated Emergency Test
Exercise Dates	Saturday October 2, 2021 (9AM – 12 Noon EDT)
Scope	<p>Exercise play is open to an array of volunteers including:</p> <ul style="list-style-type: none"> – County personnel / volunteers, – Columbia County ARES® volunteers, – Other County ARES volunteers.
Mission Area(s)	RESPONSE
Core Capabilities	<p>MASS CARE SERVICES OPERATIONAL COMMUNICATIONS</p>
Objectives	<p>1.0 Communications Planning (Simplex Net(s), ICS 205) 2.0 Antenna Deployment 3.0 Emergency Power 4.0 Peripheral Communications 4.1 Command Net 4.2 Formal Status Report 4.3 Survivor Messages 5.0 Central Communications 5.1 Aggregating Information 5.2 Submitting Aggregate Information</p>
Threat or Hazard	<p>Perceived state or non-state actor software deployment significantly damaging communications and power infrastructure. Complicated by various power failures at the participant's location.</p>
Scenario	<p>An unknown hacker or group of hackers have unleashed software that damages both DNS and router systems so significantly that most Internet or public switched telephone systems are down. In addition, electrical power systems and cell phone systems are failing. Local Emergency Operations Centers have called for amateur radio badged volunteers to staff backup communications and establish some form of radio communications to the State EOC and take structured reports from dispersed volunteers as to status.</p> <p>The disaster has been in progress for some significant length of time, and energy resources are rapidly dwindling without resupply. Participants are called on to successfully deploy unusual radio assets to take advantage of unusual sources of electrical power beyond the usual generator, or per-wired vehicular mobile radio.</p>

Exercise Name	2021 Simulated Emergency Test
Sponsor	Columbia County ARES
Participating Organizations	
Point of Contact	D. Bradley Swartz N5CBP dbswartz8@gmail.com

GENERAL INFORMATION

Exercise Objectives and Core Capabilities

This exercise was designed to test basic communications planning, basic communications and wiring skills that are important at the local level. When we discussed this novel need to find electrical power from unusual sources, such as a neighbor's volunteered vehicle, we discovered how to do that wasn't all that easy or clear to many of our participants! There are risks of getting the polarity wrong, and problems knowing how to even connect the power into some kinds of radios. Some members might not have an adapter that allows various handheld radios to operate, for example, from a wired source of 12-13.8 VDC. Some of our volunteers don't have experience making some kinds of cables that might be useful, such as Power-Pole type connectors. Others may never have made a direct connection to a battery. Many don't have any experience with a solar power system (another option in this exercise). So the increase in "skills" and "radio assets" from simply having our members get READY for this exercise turns out to be quite significant!

There is a place for every volunteer in this exercise!

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to specific FEMA national core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Exercise Objective	FEMA Core Capability
(1.0) Communications Planning. Leadership of each participating team will successfully plan for simplex or infrastructure-free communications and relay circuits prior to the exercise and provide ICS-205 information to their participants.	Mass Care Services Operational Communications
(2.0) Antenna Deployments. Each applicable team able to deploy emergency antennas on suitable bands for their assigned communications, within 30 minutes of a declared antenna failure, or as required by their solution to the emergency power issues. ^{1 1}	Mass Care Services Operational Communications

¹ An antenna failure may happen spontaneously, or may be declared by an inject within the Exercise, delivered by paper message, radio or email communication.

Exercise Objective	FEMA Core Capability
<p>(3.0) Emergency Power. Each applicable team able to construct a method for bringing a novel source of 12-13.8 VDC power to their radio when all existing generators, solar power inverters, utility power systems, normal backup batteries are no longer working. The assumption is that a neighbor or other volunteer provides a running vehicle NOT previously wired for amateur radio and the participant must find a way to make whatever radios they need, to work from that vehicle -- or from an emergently deployed (not preinstalled) solar panel system, or wind system. Petroleum powered generators or pre-charged batteries are no longer available having been "used up" in the scenario.</p>	<p>Mass Care Services Operational Communications</p>
<p>(4.0) Peripheral communications</p> <p>(4.1) Each participant able to make voice contact to a suitably placed command net applicable to their licensure, despite local or ionospheric conditions-- and WITHOUT USE OF ANY REPEATER or digipeater infrastructure; this net must have a pathway to the central collection point in their county (EOC or proxy for that).</p> <p>(4.2) Each participant successfully transmits formal status report of defined structure (SHARES SPOTREP-2) form or the equivalent information in any formal message (radiogram or ICS-213 or ICS-213 encapsulated within a radiogram). This transmission will be without the use of any repeater or digipeater infrastructure or RMS station within 1,000 miles, and can be by voice or data of any desired type, but must reach their central collection point in their county.</p> <p>(4.3) Successful creation and transmission of a proxy for a survivor written messages to loved ones out their State, unless their Agency directs that such communications are prohibited. [These messages can be created by the volunteers to remote friends or relatives advising them of their participation in this Exercise and/or providing well wishes, or any other friendly message, and can be forwarded to their county central collection point for further transmission by NTS, RRI, or Winlink, or may be sent directly by WINLINK by the peripheral volunteer provided they use an RMS more than 1,000 miles away</p>	<p>Mass Care Services Operational Communications</p>

Exercise Objective	FEMA Core Capability
<p>(5.0) Central Communications.</p> <p>(5.1) Aggregation. The central collection point will efficiently aggregate incoming reports from peripheral means by all techniques possible.</p> <p>(5.2) Submitting Aggregate Information. The central collection point will Submit an AGENCY SITUATION REPORT which is a modified version of the British Columbia Emergency Operation Center Status Report, by WINLINK to ACTYSET@WINLINK.ORG..4 Aggregated survivor messages from their team members will be forwarded successfully either by NTS/RRI or WINLINK within 24 hours of the completion of the exercise</p>	<p>Mass Care Services Operational Communications</p>

Table 1. Exercise Objectives and Associated Core Capabilities

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

Players. Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.

Controllers. Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.

Simulators. Simulators are control staff personnel who role play nonparticipating organizations or individuals. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin) in accordance with instructions provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.

Evaluators. Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).

Observers. Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the

exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.

Media Personnel. Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.

Support Staff. The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.

The exercise scenario is plausible, and events occur as they are presented.

Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.

Artificialities

During this exercise, the following artificialities apply:

Although for a "real world emergency" participants can certainly use their cell phones, for purposes of the Exercise, they should disable both cell phone and data (including not using it for map-based navigation) by using Airplane mode or similar. (Compass use is still allowed as this is independent of cell phone networks.)

If communications methods listed in the ICS-205 are declared "inoperative" then they cannot be utilized by participants..

Time may "jump forward" by considerable amounts -- this will be announced in suitable ways if applicable.

EXERCISE LOGISTICS

Safety

Exercise participant safety takes priority over exercise events. The following general requirements apply to the exercise:

A Safety Controller is responsible for participant safety; any safety concerns must be immediately reported to the Safety Controller. The Safety Controller and Exercise Director will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed. For this Exercise, the Safety Controller will be the Emergency Coordinator or suitable substitute for each participating Team.

For an emergency that requires assistance, use the phrase **“real-world emergency.”** The following procedures should be used in case of a real emergency during the exercise:

Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services (911) and the closest controller, and, within reason and training, render aid.

The controller aware of a real emergency will initiate the **“real-world emergency”** broadcast and provide the Safety Controller, Senior Controller, and Exercise Director with the location of the emergency and resources needed, if any. The Senior Controller will notify the [Control Cell or SimCell] as soon as possible if a real emergency occurs.

Fire Safety

Participants are asked to maintain due care related to emergency power sources, and also related to installing emergency antennas. No such antennas will be installed near any power lines.

Emergency Medical Services

Dial 911.

Electrical and Generating Device Hazards

Each participant is asked to follow prudent safety procedures related to batteries and generators and any other alternative power systems.

Weapons Policy

In general, non-law-enforcement personnel are strictly not allowed to carry concealed weapons inside ANY governmental building.

POST-EXERCISE AND EVALUATION ACTIVITIES

Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Hot Wash

At the conclusion of exercise play, controllers facilitate a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants are encouraged to attend! **This will be a brief (30-45 minute) in person conference immediately following the exercise. This will be at the County EOC.**

Controller and Evaluator Debriefing

Controllers and evaluators are encouraged to attend a facilitated Debriefing via ZOOM at a date and time following the exercise to be announced.

Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. A Google Form is available for participant feedback for the Exercise:

https://docs.google.com/forms/d/e/1FAIpQLSfaw0fqtT86HnxWG8LWRM9nAmkNsektk90QcG5_c4p8PPdiyw/viewform

Evaluation

Exercise Evaluation Guides

EEGs assist evaluators in collecting relevant exercise observations. EEGs document exercise objectives and aligned core capabilities, capability targets, and critical tasks. Each EEG provides evaluators with information on what they should expect to see demonstrated in their functional area. The EEGs, coupled with Participant Feedback Forms and Hot Wash notes, are used to evaluate the exercise and compile the After-Action Report (AAR).

After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of core capabilities, including capability performance, strengths, and areas for improvement. AARs also include basic exercise information, including the exercise name, type

of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the name of the exercise sponsor and POC.

Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program.

After-Action Meeting

The After-Action Meeting (AAM) is a meeting held among decision- and policy-makers from the exercising organizations, as well as the Lead Evaluator and members of the Exercise Planning Team, to debrief the exercise and to review and refine the draft AAR and Improvement Plan (IP). The AAM should be an interactive session, providing attendees the opportunity to discuss and validate the observations and corrective actions in the draft AAR/IP.

Improvement Plan

The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. It is created by elected and appointed officials from the organizations participating in the exercise, and discussed and validated during the AAM.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Scenario

“Several days ago, a series of software attacks on DNS (Domain Name Services) and other features of routers in the Internet, began to degrade service of the Internet and of the public switched telephone system to the point that they became unusable, throughout an changing and unknown large area. Many TV and radio stations are off the air or transmitting a carrier only because they depend on Internet for programming. Cable services are likewise out of service. Multiple power generation systems are also failing. It is unknown at this time whether public service trunked radio systems are affected. Your group was asked to provide staffing for radio communications there, and to begin accumulating periodic status reports from volunteers naturally dispersed throughout your community. Fuel supplies and stored batteries have gradually been drained down as this disaster has worn on, and at this point you are nearing the end of conventional backup energy sources. Your Individual Situation Use the LAST NUMBER of your house address number to determine the current status of your location, to be reported in structured format:

Last Digit of House Address	Landline status	Cell phone status	AM/FM	TV Status	Public Works	Comm. Power	Internet ?	Other comments
0	works	busy	1 stn	none	water off	none	none	smoke to the east
1	N/A	busy	none	none	water on	none	none	gunshots from the west
2	not working	no bars	none	none	water off	none	none	fire to the south
3	working	no bars	none	none	water on	none	none	Neighbor in labor
4	busy tone	no bars	2 stns	none	water brown	none	none	Neighbor having heart attack
5	working	busy	none	none	water stinks	none	occas.	smoke visible south
6	not working	occ text msgs	none	PBS	water off	none	none	smoke visible north
7	not working	not working	none	none	water on	none	none	gunshots from the east
8	working	busy	none	none	water off	none	none	firefight to the south
9	working	busy	none	none	water off	none	none	calm here

Exercise Rules

- The following general rules govern exercise play:
- In general, cell phones and cell-phone based navigation are not allowed during the Exercise. Paper maps!
- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement TEST EXERCISE MESSAGE or similar.

Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

Before the Exercise

Review appropriate organizational plans, procedures, and exercise support documents.

Leadership for each participating group should provide their group with information on proposed frequency assignments relay systems to deal with loss of repeaters and other infrastructure for at least 1000 miles. Each group should be familiar with sending messages via HF winlink RMS out of the affected area and also vhf winlink peer to peer.

During the Exercise

Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.

Controllers will give you only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.

Media: If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.

If you do not understand the scope of the exercise, or if you are uncertain about an organization's participation in an exercise, ask a controller.

Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort has been made by the exercise's trusted agents to balance realism with safety and to create an effective learning and evaluation environment.

All exercise written communications will begin and end with the statement “**This is an exercise.**” (or similar); voice radio communications will include this at least as often as identifications. This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.

Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.

Maintain an ICS-214 log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

Maintain an ICS-309 (or be able to have one or parts of one created by a computer) to document messages received or transmitted.

After the Exercise

Participate in the Hot Wash at your venue with controllers and evaluators.

Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator. (This will be a Google Form)

Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR. Your ICS-214 and ICS-309 (or copies thereof) should go to your local leader or if you are not part of a group, directly to the Exercise Director by either email or postal mail, at

dbswartz8@gmail.com

Brad Swartz

148 SW Slash Lane

Lake City Fl. 32024

Simulation Guidelines

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers.

Exercise Plan (ExPlan)

First Due Date	Personnel	Activity	Location
10:30 AM Local Time	Participating Groups	If not already accomplished, Central Collection groups should file their reports to ACTYSET@WINLINK.ORG now	

First Due Date	Personnel	Activity	Location
11 AM Local Time	Participating Groups	Exercise completion. Proceed to the Hot Wash debriefing set up by your local group.	By email to all known participants

Appendix B: Exercise Participants

Participating Organizations
Federal
State
NGO
Local
Columbia County ARES(R)
Columbia County Emergency Management (hopeful, awaiting confirmation)

Appendix C: Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN ICS-205

INCIDENT RADIO COMMUNICATIONS PLAN (ICS-205)										
1. Incident Name: Simulated Emergency Test Exercise			2. Date/Time Prepared: Date: Sept 11, 2021 Time: 1500 LOCAL				3. Operational Period Date From: OCT 2 Date To: OCT 2 Time From: 900EDT Time To: 1200EDT			
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name / Trunked Radio System Talkgroup	Assignment	RX FREQ N or W	RX TONE /NAC	TX FREQ N or W	TX TONE /NAC	Mode (A, D, or M)	Remarks
	1	Resource Net	RES1	Ham	145.490	None	144.890	None	A	Resource check-in net
	2	Resource Alternate	RES2	Ham	444.875	123.0	449.875	None	A	Alternate for Resource check-in net
	3	Command Net	COM1	Ham	146.940	123.0	146.340	None	A	Command Net
	4	Command alternate	COM2	Ham	145.490	None	144.890	None	A	Alternate for Command Net
	5	Tertiary Command	ARES Simplex	Ham	146.420	None	146.420	None	A	Tertiary Command
	6	Winlink	WIN	Ham	TBD	None	TBD	None	D	Per HF WINLINK RMS Channels for appropriate service
	7	Peer Winlink	PEERWIN	Ham	145.070	None	145.070	None	D	P2P only
	8									
	9									
	10									
5. Special Instructions										
<ul style="list-style-type: none"> • For the duration of this exercise, all repeaters are non functioning!. • Use Channel Name to identify frequencies if moving from interference. 										
6. Prepared By (Communications Unit Leader) Name Brad Swartz N5CBP Signature /s/										
ICS 205				IAP PAGE 1				Date / Time Sept 11 1500 EDT		

Appendix D: Suggested Forms & Usage Examples

Groups or participants may utilize these suggested forms or any suitable replacement.

Note that the Winlink auto-generated ICS-309 may be submitted as all or part of the required ICS-309 communications logging.

SHARES SPOTREP-2 Ver 9.5

(word-processor reproduction)

(Suggested for usage by deployed Individual Resource Units)

Date/Time	
From	
TO:	
CC:	
1 City / State / Territory:	
2. Landline Works	Yes__ No__ Unknown/NA__ Comment:
3. Cell Phone Works	Yes__ No__ Unknown/NA__ Comment:
4. AM/FM Broadcast Stations Status	
5. TV Stations Status	
6. Public Water Works Status	
7. Commercial Power Status	
8. Internet working	Yes__ No__ Unknown/NA__ Comment:
Additional Comments (Brief summary of current situation, expected outage times, major observations, etc)	
POC:	

COUNTY LEVEL DATA AGGREGATION

DATE: _____

Note: This page has space for five reporting units (deployed shelter volunteers, neighborhood reporting units, etc.) Make additional copies to accomodate additional reports.

	REPORTING UNIT				
SPOTREP FROM UNIT:					
TIME RECEIVED:					
LOCATION:					
	SITUATIONAL REPORT				
LANDLINE:					
CELL:					
AM/FM Broadcast:					
TV Stations:					
Public Water:					
Commercial Power:					
Internet:					
Additional Comments					
Point of Contact:					

GENERAL MESSAGE		
TO: SAM MORGANSTIEN		POSITION: Columbine County EM
FROM: SUE SMITH		POSITION: RADIO SHELTER FT WHITESBORO
SUBJECT: SHARES SPOTREP-2		DATE: MAR 19 2021 TIME: 1900 LOC
MESSAGE:		
<p>REPORTING FT WHITESBORO ROFLIDA SHELTER . LANDLINE NO SOUND. CELLPHONES NO DIAL TONE. TWO FM STATIONS ON EMERGENCY POWER. NO TV STATIONS. WATER PRESSURE REDUCED, UNKNOWN PURITY. NO COMMERCIAL POWER. NO INTERNET. ADDITIONAL COMMENTS: 21 SHELTER RESIDENTS, NONE ILL OR INJURED, ADEQUATE PORTABLE TOILETS BUT LIMITED FOOD SUPPLIES SUFFICIENT ONLY FOR 6 MORE HOURS. POINT OF CONTACT SUE SMITH ON COLUMBINE COUNTY ARES VHF COMMAND NET..</p>		
SIGNATURE: SUE SMITH		POSITION: RADIO VOLUNTEER
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

EXAMPLE OF SHARES SPOTREP-2 FORMAT SENT AS AN ICS-213

Agency Situation Report

Incident/ Event Name:		Agency or Group Reporting:	
Date		Time:	Task No.
Prepared by:	Name	Dept/Agency	Contact Number

Current Situation: What is currently occurring within the area of responsibility for the Section/Function?

Percent of Electrical Services Operational (0-100):

Households without safe water:

Status of Broadcast Communications (describe):

Number of Persons in Shelters:

Number of Personals Hospitalized:

Outstanding Issues/Challenges: What issues within the current operational period still need to be resolved?

Anticipated Priorities/Activities: What will the Section/Function priorities be during the next operational period?

Other Comments/Issues: Are there any public information (media), safety or other issues that need to be reviewed?

Distribution: State__ City__ Planning__ Other: _____

GENERAL MESSAGE		
TO: JOHN JONES		POSITION: ROFLIDA DIV EMERGENCY MGT SUPERVISOR
FROM: SUE TERRANCE		POSITION: MERITORIOUS COUNTY EM
SUBJECT: MERITORIOUS COUNTY SITUATION REPORT	DATE: MAR 19 2021	TIME: 1930LOC
MESSAGE:		
<p>CURRENT SITUATION. MULTIPLE TORNADO TOUCHDOWNS. 35 PERCENT ELECTRICAL SERVICES OPERATIONAL. 90 PERCENT HOUSEHOLDS WITHOUT SAFE WATER.. ONE REMAINING COMMERCIAL BROADCAST RADIO AM.. NO REMAINING TELEVISION BROADCAST. 1300 PERSONS IN SHELTERS. HOSPITAL OCCUPANCY 776 OR 120 PERCENT OF NORMAL CAPACITY.</p> <p>OUTSTANDING ISSUES. PUBLIC SERVICE TRUNKING SYSTEM OVERLOADED. PUBIC TELEPHONE SYSTEM OVERLOADED. 911 CENTER MARGINAL FUNCTION.</p> <p>ANTICIPATED PRIORITIES AND ACTIVITIES. PROVIDING FOOD WATER TO SHELTERS AND OPENING THREE ADDITIONAL SHELTERS, MOVING BACKUP GENERATORS TO ESSENTIAL FACILITIES.</p> <p>OTHER COMMENTS. ICS 213 RESOURCE REQUEST IMMINENT..</p>		
SIGNATURE: SUE TERRANCE		POSITION: MERITORIOUS COUNTY EM
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

**EXAMPLE OF AGENCY SITUATION REPORT
TRANSMITTED BY VOICE AS AN ICS-213**

WINLINK INCIDENT STATUS REPORT

INCIDENT STATUS REPORT		
Setup	Click to add your page to your group	Load Incident Status data Form Info
1. Incident Name: <input type="text"/>	2. WebEOC Incident (as applicable): <input type="text"/>	
3. Incident Date/Time: <input type="text"/> Click for Date/Time	4. Report Version (Check one): <input checked="" type="radio"/> Initial <input type="radio"/> Update <input type="radio"/> Final	
5. Type of Incident (Check all that apply):		
<input type="checkbox"/> Severe Storm/Flood	<input type="checkbox"/> Pre-Planned Event	<input type="checkbox"/> HAZMAT
<input type="checkbox"/> Severe Winter Weather	<input type="checkbox"/> Dam/Levee	<input type="checkbox"/> Utility Disruption
<input type="checkbox"/> Public Health	<input type="checkbox"/> Active Threats/Civil Disturbance	<input type="checkbox"/> Earthquake
<input type="checkbox"/> Fire	<input type="checkbox"/> Aircraft Disaster	<input type="checkbox"/> Other (Specify): <input type="text"/>
6. Situation Summary as of Time of Report:		
<input style="width: 100%; height: 20px;" type="text"/>		
7. Future Outlook/Goals/Needs/Issues:		
<input style="width: 100%; height: 20px;" type="text"/>		
8. County Emergency Operations Center (EOC) Status (Check one):		
<input checked="" type="radio"/> Closed	<input type="radio"/> Activated Hours of Operation: <input type="text"/>	<input type="radio"/> Monitoring (minimal staffing) Hours of Operation: <input type="text"/>
9. Local Disaster Declaration Status (Check one):		
<input checked="" type="radio"/> No declaration/Declaration not anticipated	<input type="radio"/> Declaration anticipated	<input type="radio"/> Local disaster declaration Date/time of declaration: <input type="text"/> Click for Date/Time
10. Number of Confirmed Incident Injuries: <input type="text"/> number	11. Number of Confirmed Incident Fatalities: <input type="text"/> number	
12. Number and Location(s) of Shelters Established:		
<input style="width: 100%; height: 20px;" type="text"/>		
13. Have Evacuations Been Implemented?		
<input checked="" type="radio"/> No/None anticipated	<input type="radio"/> Yes (If yes, describe):	<input type="radio"/> Evacuations anticipated (Describe):
	<input style="width: 100%; height: 20px;" type="text"/>	
14. Date/Time of Report: <input type="text"/> Click for Date/Time	15. Report Submitted By: <input type="text"/>	16. Contact Info: <input type="text"/>
<input type="button" value="Save Incident Status data"/> <input type="button" value="Submit"/> <input type="button" value="Reset Form"/> Version 2.3		

GENERAL MESSAGE		
TO: JIM JONES		POSITION: ROFLIDA DIV EMERGENCY MANAGEMENT
FROM: SUE TERRANCE		POSITION: MERITORIUS COUNTY EM
SUBJECT: WINLINK INCIDENT STATUS REPORT EXERCISE 2021 WHIRLWIND BOOM		DATE: MAR 19 2021 TIME: 1930 LOC
MESSAGE:		
<p>INCIDENT TYPE: OTHER, MULTIPLE TORNADO TOUCHDOWN.</p> <p>SITUATION SUMMARY: MASSIVE LOSS OF ELECTRICAL AND WATER AND COMMUNICATIONS SYSTEMS AND DAMAGE TO APPROX 35 PERCENT OF COUNTY HOUSING. HOSPITAL AT 120 PERCENT CAPACITY.</p> <p>FUTURE: NEED EMERGENCY GENERATORS, CELL COWS, TRIAGE TEAMS, SEARCH AND RESCUE, FOOD AND WATER SUPPLIES FOR SHELTERS.</p> <p>EOC: ACTIVATED</p> <p>MERITORIUS COUNTY DISASTER DECLARED 1830 LOCAL</p> <p>INCIDENT INJURIES ESTIMATED 1800</p> <p>INCIDENT FATALITIES ESTIMATED 57</p> <p>14 SHELTERS OPENED WITH THREE MORE ANTICIPATED, ALL AT LOCAL ELEMENTARY, MIDDLE OR HIGH SCHOOLS.</p> <p>EVACUATION OF THREE ASSISTED LIVING FACILITIES AND ONE HOTEL ARE UNDERWAY..</p>		
SIGNATURE: SUE TERRANCE		POSITION: MERITORIOUS COUNTY EMERGENCY MANAGER
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

**EXAMPLE OF WINLINK INCIDENT STATUS REPORT
DELIVERED AS ICS-213**

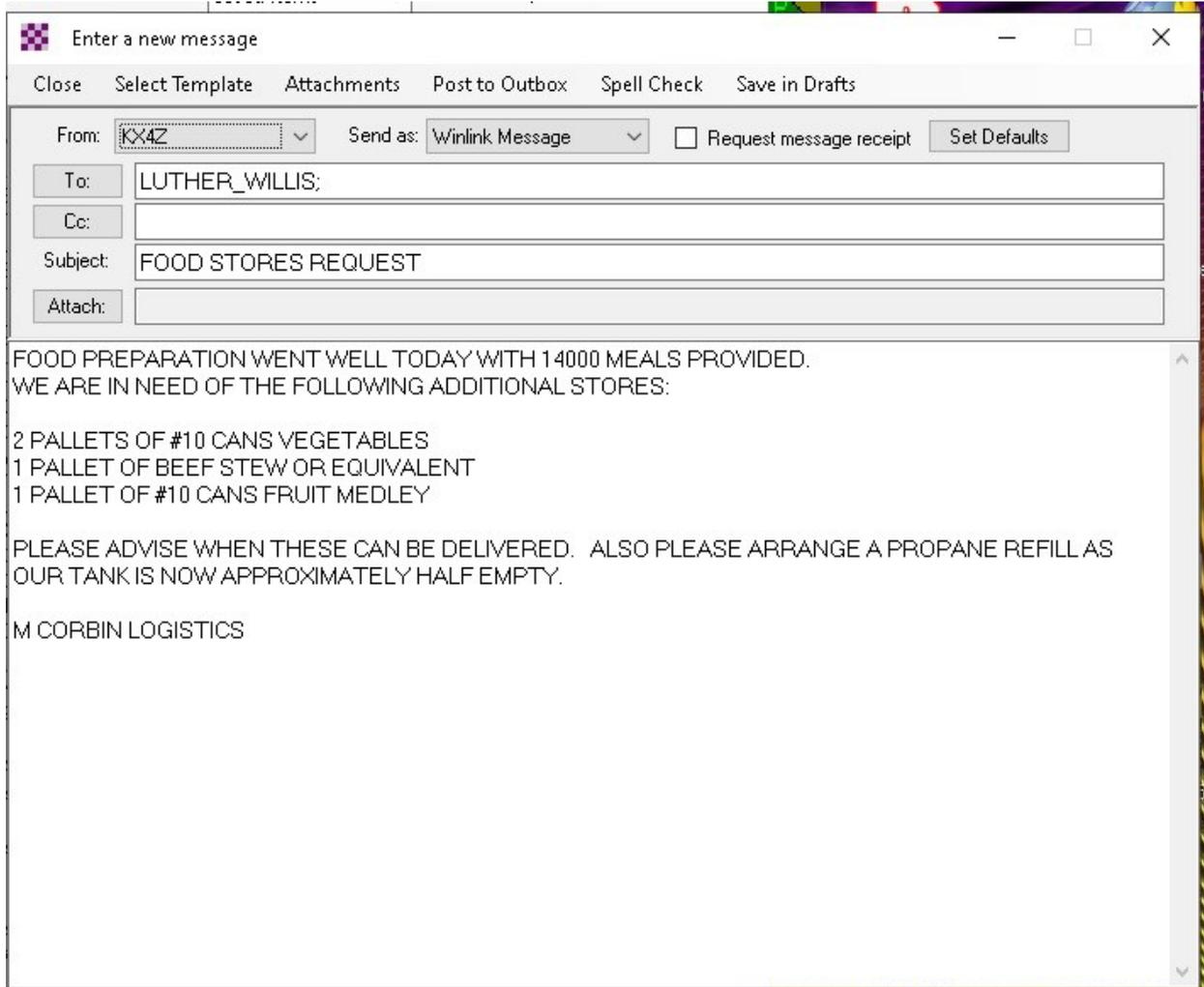
Suggested Survivor Messaging Form

(Groups may use this as a public input form or design a suitable one of their own choosing.)

<p>OUTGOING MESSAGE TO LOVED ONES VIA _____ <i>(insert name of response organization)</i></p>	
<p>MESSAGES MUST HAVE AT LEAST EMAIL ADDRESS -or- PHONE NUMBER FOR DELIVERY</p>	
FROM:	<i>PRINT YOUR FIRST NAME LAST NAME below:</i>
DATE:	<i>MONTH DAY, YEAR below:</i>
INCIDENT:	<i>GENERAL NAME OF INCIDENT below:</i>
TO:	<i>PRINT PERSON ADDRESSED TO below:</i>
	<i>PRINT EMAIL ADDRESS below:</i>
	REPEAT PRINT EMAIL ADDRESS
	<i>PRINT PHONE NUMBER INCLUDING AREA CODE ()</i>
MESSAGE	PRINT MESSAGE TO SEND (MAX 100 WORDS) IN LINES BELOW:
TEST EXERCISE MESSAGE	
<p>MESSAGE CREATOR ACKNOWLEDGES THAT ACCURACY OR EVEN DELIVERY IS NOT GUARANTEED THERE IS NO CHARGE FOR THIS SERVICE DONE BY VOLUNTEERS. DO NOT PUT EMBARRASSING OR PRIVATE DETAILS AS THIS MESSAGE WILL NOT BE ABLE TO BE KEPT CONFIDENTIAL.</p>	

Amateur Radio "Radiogram"							
NR	PRECED	HX	Stn of Origin	Check	Place of Origin	Time Filed	Date Filed
133	W		K4AAA	17	NEWTOWN		MAR 19
<p>Addressed TO: _____</p> <p style="margin-left: 100px;">Message Received At:</p> <p style="margin-left: 100px;">Station: _____ Phone: _____</p> <p style="margin-left: 100px;">Name/Addr: _____</p> <p>_____</p> <p>_____</p> <p>email <u>TJONES12@GMAIL.COM</u></p> <p>phone <u>123 456 7891</u></p> <p><BT></p> <p>TEST EXERCISE MESSAGE X TRYING OUT THIS HAM RADIO NETWORK</p> <p>X HOPE THIS MESSAGE FINDS YOU WELL</p> <p><BT></p> <p>SIGNATURE: _____ <u>SUE SMITH</u> _____</p>							
RCVD FROM		DATE		TIME	SENT TO	DATE	
TIME							

**EXAMPLE OF A SURVIVOR MESSAGE
TRANSMITTED AS AN ARRL RADIOGRAM**



**EXAMPLE OF EMAIL DATA RESOURCE REQUEST FOR AN
NGO**

APPENDIX F: HSEEP STANDARD VERBIAGE FOR GENERAL INFORMATION

Participant Roles and Responsibilities

The term participant encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

Players.

Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.

Controllers.

Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.

Simulators.

Simulators are control staff personnel who role play nonparticipating organizations or individuals. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin) in accordance with instructions provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.

Evaluators.

Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).

Observers.

Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.

Media Personnel.

Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.

Support Staff.

The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise: The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated. The exercise scenario is plausible, and events occur as they are presented. Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.

Artificialities

During this exercise, the following artificialities apply: Although for a "real world emergency" participants can certainly use their cell phones, for purposes of the Exercise, they should disable both cell phone and data (including not using it for map-based navigation) by using Airplane mode or similar. (Compass use is still allowed as this is independent of cell phone networks.)

If communications methods listed in the ICS-205 are declared "inoperative" then they cannot be utilized by participants..

Time may "jump forward" by considerable amounts between the three Sessions -- this will be announced in suitable ways if applicable.

APPENDIX G: ADDITIONAL VERBIAGE FOR SAFETY

Fire Safety

Participants are asked to maintain due care related to emergency power sources, and also related to installing emergency antennas. No such antennas will be installed near any power lines.

Emergency Medical Services

Dial 911.

Electrical and Generating Device Hazards

Each participant is asked to follow prudent safety procedures related to batteries and generators and any other alternative power systems.

Weapons Policy

In general, non-law-enforcement personnel are strictly not allowed to carry concealed weapons inside ANY governmental building.

Site Access

Media/Observer Coordination

Organizations with media personnel and/or observers attending the event should coordinate with Brad Swartz (940) 390 7716 for access to the exercise site. Media/Observers are encouraged to travel to the deployment sites, maintain identification, and observe. PIO should be contacted for specific questions and information. Exercise participants should be advised of media and/or observer presence.

Exercise Identification

Exercise staff may be identified by badges, hats, and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation. Table 2 describes these identification items.