

WRIGHTWOOD GOLDEN GUARDIAN DISASTER EXERCISE (WGGDE)

November 13-15, 2008

CONTROLLER AND EVALUATOR HANDBOOK (C/E Handbook)



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Preface

Purpose

The C/E Handbook supplements the ExPlan. It contains detailed information about the exercise scenario and describes the roles and responsibilities of exercise controllers and evaluators.

Exercises are the culmination of training toward a higher level of preparedness. The information in this document is current as of the date of publication and is subject to change as dictated by the Exercise Planning Team.

This functional earthquake exercise is intended to simulate realistic and plausible detail from which to respond. Exercise players will react to the information and situations as they are presented, in the same manner as if this had been a real event.

Evaluation is not something that is done when all of the action is over. It begins when exercise design begins, when objectives are developed.

Important!

This Handout contains information about the events of the exercise and should be safeguarded from disclosure before and during the exercise.

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Glossary: Acronyms/Terms & Definitions

This list encompasses those acronyms/terms commonly used in exercise documentation
(some may not be used in this document)

<u>Acronym/Term</u>	<u>Meaning</u>
2m	Amateur radio frequency known as 2 meters
ACNC	Automated Community Notification Calls is a computer based telephone calling System managed by WDPT (all listed local numbers, database exceeds 2,600)
AAR/IP	After Action Report/Improvement Plan
C/E Handbook	The C/E Handbook is an exercise overview and instructional manual for Controllers and Evaluators
CERT	Community Emergency Response Team
Controllers	Plan and manage exercise play, set up and operate the exercise incident site, and possibly take the roles of individuals and agencies not actually participating in the exercise
Comm Center	San Bernardino County Fire Communications Center
DHS	U.S. Department of Homeland Security
Drill	A type of operations-based exercise, a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency
ECS	Emergency Communications Service
EMCOMM	Emergency Communications (amateur radio)
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
Evaluators	Evaluators are on hand to evaluate and provide feedback about the exercise
Exercise	An instrument to train, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment
ExPlan	Exercise Plans are general information documents that help operations-based exercises run smoothly
FCC	Federal Communications Commission
FE	Functional Exercise is a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response
FEMA	Federal Emergency Management Agency
FRS	Family Radio Service is a walkie talkie radio system authorized by the FCC that does not require a license
Ham	Amateur radio operator licensed by the Federal Communications Commission
HazMat	Hazardous Materials
Hotwash	Hotwash is an opportunity for players to voice their opinions on the exercise and their own performance
HQ	CERT Headquarters
IC	Incident Command
ICS	Incident Command System
Inject	Injects are MSEL entries that controllers must simulate—including directives, instructions, and decisions
Jamming	Non-intentional or intentional interference of radio frequencies
KW6WW	Wrightwood Communications Group Authorized FCC Callsign
LTC	Linnet Training Center

Net	A group of stations that meet on specific radio frequencies
MOU	Memorandum of Understanding
Mouflage	Makeup applied to actors to add realism to an exercise
MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
OEC	Outdoor Emergency Care Technician is a performance-based, emergency care educational program of the National Ski Patrol
OES	Office of Emergency Services
Participants	The overarching group that includes all players, controllers, evaluators, and staff involved in conducting an exercise
PIO	Public Information Officer
Player	Participants that have an active role in preventing, responding to, or recovering from the risks and hazards presented in the exercise scenario
QST	Calling All Radio Amateurs (attention)
Repeater	A system consisting of at least one transmitter, one receiver, and a controller, which receives a signal on one frequency and retransmits it on another frequency
SB	San Bernardino
SBCFD	San Bernardino County Fire Department
Scenario	Provides the backdrop and storyline that drive an exercise
SEMS	Standard Emergency Management System
SimCell	Exercise area where controllers generate and deliver injects, and receive player responses to non-participating organizations, agencies, and individuals who would likely participate actively in an actual incident.
Simplex	Communicating directly from radio to radio
Simulators	Control staff personnel who role-play as non-participating organizations or individuals
SITREP	Situation Report
SOP	Standard Operating Procedure
TENS	Telephone Emergency Notification System
TTX	Tabletop Exercise
UCS	Unified Command System
VIP	Very Important Person
WCC	Wrightwood Community Center 1275 Hwy 2
WCG	Wrightwood Communications Group
WDPT	Wrightwood Disaster Preparedness Team
WECC	Wrightwood Emergency Communications Center
WFSC	Wrightwood Fire Safe Council
WGGDE	Wrightwood Golden Guardian Disaster Exercise
WTY	Wrightwood Transportation Yard #11 (SB County) 1450 Hwy 2
WW	Wrightwood California 92397

Chapter 1: Overview–Scope

Exercise play will officially begin at 09:00 hours, Thursday, November 13, 2008 when Wrightwood CERT members begin door to door distribution of exercise notifications in the community.

On November 15, 2008 at 09:09 the Wrightwood community wide exercise will be initiated by the on duty Fire Captain at Wrightwood Station 101 and end at approximately 13:00 Saturday November 15, 2008 by the on duty Fire Captain at Wrightwood Station 101.

Chapter 2: Exercise Objectives

Wrightwood CERT

- Setup a Medical Treatment area and Shelter utilizing demonstration victims & shelter clients (not including first aid)
- Establish CERT headquarters (HQ) to coordinate all CERT activities
- Practice disaster response skills
- Promote CERT

Wrightwood Communications Group

- Establish community wide recognition and utilization of 1610 AM emergency radio
- Liaison between volunteer groups and San Bernardino County OES/ECS
- Conduct emergency ham radio net, manage WECC and radio traffic
- Manage phone, fax and radio check-ins

Wrightwood Fire Safe Council

- Help promote Wrightwood's emergency preparedness and 1610 AM emergency radio

Wrightwood Community

- Encourage community wide participation of residents, businesses, organizations, camps & schools
- Promote individual home, business & organization, camps and schools self assessment
- Continue to establish community wide disaster awareness, preparedness and cooperative partnerships

Chapter 3: Master Events List (Summary)

11/13/08	09:00	CERT safety and distribution plan briefing at Linnet Training Center before door to door notifications begin
11/13/08	09:00	Door to door distribution of door hanger exercise notifications begins
11/13/08	09:55	Drop, Cover, Hold On; Ham Radio Net Begins
11/13/08	10:00	Great Southern California ShakeOut drill begins
11/13/08	12:00	Begin 1610 AM radio announcement of planned Wrightwood exercise
11/13/08	18:00	Control Staff briefing to review exercise readiness
11/14/08	09:00	CERT safety and distribution plan briefing at Linnet Training Center before door to door notifications begin
11/14/08	09:00	Continue door to door distribution of door hanger exercise notifications
11/14/08	18:00	CERT phone tree initiated announcing upcoming CERT exercise activation
11/14/08	19:00	Begin WDPT Automated Community Notification Calls
11/15/08	08:00	TENS activated - tune radios to 1610 AM (pending authorization)
11/15/08	08:00	Setup CERT check-in booth at WTY on Hwy 2
11/15/08	08:00	WECC Phone bank activated to record community check-ins
11/15/08	09:07	Simulated 7.8 earthquake hits Wrightwood – Start earthquake radio script on 1610 AM & Ham radio on Table Mountain 2m repeater
11/15/08	09:09	Station 101 on duty Fire Captain requests activation of CERT for Wrightwood's Golden Guardian exercise by notifying OES/ECS
11/15/08	09:09	OES/ECS notifies WECC radio operators of CERT activation
11/15/08	09:09	WECC begins amateur radio emergency communications Net
11/15/08	09:09	Begin 1610 AM radio script for CERT activation
11/15/08	09:09	Begin 1610 AM radio script for Community exercise & participation
11/15/08	09:30	All CERT trained individuals muster at WTY on Hwy2
11/15/08	09:45	Setup CERT Headquarters at Wrightwood Community Center
11/15/08	11:00	Setup Medical Treatment area at WTY on Hwy2
11/15/08	11:00	Setup Shelter at Sunrise Church on Hwy2
11/15/08	13:00	CERT Directors request deactivation of all participants from on duty Fire Captain
11/15/08		On duty Fire Captain at Station 101 is notified that exercise tasks are complete and requests CERT deactivation. Collection of Participant Feedback Forms and CERT check out takes place.
11/15/08	14:00	Hotwash: CERT Directors, Supervisors and Communicators, Evaluators, Control Staff and selected exercise participants
11/15/08	16:00	Phone bank deactivated
11/15/08	18:00	Control Staff Debriefing
11/29/08	TBD	Drive by and remove any remaining door hangers visible from street, weekend after Thanksgiving Day (11/29/08 and 11/30/08)

Chapter 4: Exercise Scenario (Detailed)

The Great Southern California Shakout will provide the catalyst for the Wrightwood Communications Group (WCG) to conduct a Disaster Communications Net using Amateur Radio (Ham) immediately following the simulated 7.8 earthquake at 10:00 on Thursday November 13, 2008. The same day Wrightwood CERT members will begin door to door distribution of Community Exercise Notifications to approximately 25% of the 2774 residence, businesses and organizational camps in the community.

On Friday November 14, 2008 the CERT members will continue the door to door distribution of Community Exercise Notifications and plan on distributing an additional 25% to the 2774 residence, businesses and organizational camps in the community. At 18:00 CERT Directors will begin a CERT phone tree announcing the planned exercise and CERT activation. The WDPT will initiate Automated Community Notification Calls at 19:00 with the current database exceeding 2,600 phone numbers of residents, businesses, organizations and camps in Swarthout Valley.

The community wide functional exercise begins Saturday November 15, 2008 at 09:09 after a simulated 7.8 earthquake occurs in the Wrightwood area.

The WCG will begin a Disaster Communications Net using Amateur Radio (Ham) following the simulated 7.8 earthquake at 09:09 on November 15, 2008 (after a 2 minute Duck, Cover and Hold On). The Wrightwood Emergency Communications Center (WECC) will operate from the Linnet Training Center (LTC). The on-duty Fire Captain at Wrightwood Fire Station 101 will request an activation of Wrightwood CERT by using radio communications.

CERT members will be advised to muster at the Wrightwood Transportation Yard (WTY) on Hwy 2 by listening to the Wrightwood Emergency Radio Station 1610 AM. CERT members will be directed to survey their assigned Division and go door to door to complete the distribution of Community Exercise Notifications to the approximate 50% remaining 2774 residence, businesses and organizational camps in the community. While surveying neighborhoods, door to door, CERT members will be looking for Red Card Signs indicating an incident at that location. CERT members will use FRS radios to contact Team Leaders/Team Communicators who will in turn use Ham Radio to notify CERT Directors of activities and incidents within each division.

CERT Headquarters (HQ) will be setup at Wrightwood Community Center Saturday November 15 at approximately 09:45 by CERT Directors. At 11:00 a Medical Treatment area will be setup near at the WTY on Hwy2 and a Shelter will be setup at Sunrise Church on Hwy2.

Damage assessment information will be gathered from CERT Directors and WECC ham radio operators and will pass that information to San Bernardino County OES/ECS. Emergency radio traffic will also be managed and passed in and out of the area by WECC.

The Wrightwood Communications Group will setup and manage a phone bank to answer and record community check-ins at the Linnet Training Center beginning at 08:00 on Saturday November 15, 2008 and ending at 16:00. During community check-ins, callers will be asked the number of people included in their household, business, camp or organization and their address or closest cross streets and for residents, if they are full time or part time.

Deactivation of all exercise participants, excluding the phone bank will take place at 13:00 on November 15, 2008. Cert Staff, CERT Team Leaders, CERT Members will begin cleanup operations

to restore the area to pre-exercise conditions. All CERT members are to fill out Participant Feedback Forms and deliver to CERT Team Supervisor prior to final check out at designated location in Division. At approximately 13:00 CERT Directors will notify on duty Fire Captain that all tasks have been completed and request that CERT be deactivated. On duty Fire Captain will then request that CERT can be deactivated.

The Hotwash will be held at the Wrightwood Community Center at 14:00. The ½ hour Hotwash debriefing will include CERT Supervisors, CERT Communicators, Evaluators, Safety Controller and selected exercise participants. Maintain focus on positive and informative comments with recommendations for change and improvement that will impact future success in carrying out this task or similar activities.

The phone bank will be deactivated at 16:00 and Participant Feedback Forms will be filled out by each person prior to being released. At 18:00 a Control Staff Debriefing will be held at the Linnet Training Center with Evaluators, Safety Controller and selected exercise participants.

Chapter 5: Exercise Players and Locations

Cooperative partners and participants in this exercise include:

Wrightwood Disaster Preparedness Team
Wrightwood CERT
Wrightwood Communications Group
Wrightwood Fire Safe Council
San Bernardino County Fire Department
San Bernardino County Fire Department Office of Emergency Service
San Bernardino County Emergency Communications Services.

Primary Exercise Locations:

CERT HQ • Wrightwood Community Center • 1275 Hwy 2
San Bernardino County Wrightwood Transportation Yard #11 • 1450 Hwy 2
Shelter • Sunrise Church • 770 Hwy 2
WECC • Wrightwood Emergency Communications Center • 1456 Linnet Rd
Wrightwood Fire Station • 5980 Elm St

Chapter 6: Exercise Assumptions

The following assumptions must be made in order to ensure that the exercise is as realistic as possible. It is intended that exercise events progress in a logical and realistic manner and that all exercise objectives be achieved during exercise play.

The term “participants” includes Planners, Controllers, Simulators, Evaluators, and Players.

Players will respond in accordance with existing plans, policies, and procedures. In the absence of appropriate written instructions, players will be expected to apply individual initiative to satisfy response requirements.

Implementation of disaster response plans, policies, and procedures during the exercise will depict actions that would be expected to occur under actual response conditions and, therefore, will provide a sound basis for evaluation.

Real-World Emergency actions will take priority over exercise actions.

This exercise will be played in near real-time; however, to meet exercise objectives, some events may be played by participants before the exercise, and other events may be accelerated in time to ensure their consideration during play.

During the exercise, actions may occur to direct unit, personnel, or resource deployments, and subsequent movement of resources may be played; however, these actions may be simulated with no live movement occurring in the exercise.

Many alert, notification, initial activation, and emergency response procedures, as well as some early response actions, may not be a part of the exercise.

It is recognized that artificialities and constraints will detract from realism; however, exercise planners should accept these artificialities as a means of facilitating accomplishment of exercise objectives.

Some personnel and equipment may be pre-positioned at exercise locations prior to the exercise rather than moved in real-time during the exercise, and they will enter play at predetermined times from their pre-positioned location. When this exercise artificiality occurs, it will be referred to as exercise pre-positioning to differentiate it from the live deployments that will be evaluated.

- Pre-program scripts into 1610 AM radio prior to the event
- Pre-program WDPT Automated Community Notification Calls
- Pre-position of supplies at Shelter location
- Pre-position ham radio communication equipment and portable solar battery charging system at the WECC (Linnet Training Center)
- Pre-position equipment & supplies at the CERT Headquarters
- Pre-position Victims at Medical Treatment area
- Pre-position Clients at Shelter area
- Pre-position CERT check-in booth at WTY on Hwy 2

Responses obtained by players from simulations may not be of the quality or detail available from the real organization or individual.

During this exercise it will be assumed that San Bernardino County Radio System is functioning in some capacity to allow communications between Wrightwood Fire Station 101 and San Bernardino County OES/ECS.

Recovery efforts will not be addressed in this exercise.

Chapter 7: Exercise Simulations

Simulation during exercises is required to compensate for nonparticipating individuals or organizations. Although simulations necessarily detract from realism, they provide the means to facilitate exercise play.

Victims will be pre-positioned at Medical Treatment area in order to simulate the triage area, however no first aid will be simulated during this exercise.

Clients will be pre-positioned at the shelter area to help simulate the shelter need. The exercise will be conducted in real weather conditions without simulation.

Chapter 8: Scenario Tools

The MSEL outlines benchmarks and injects that drive exercise play and provide realistic input to exercise players. The MSEL consists of the following two parts:

- The timeline is a list of key exercise events and expected player actions. The timeline is used to track exercise events relative to desired response activities.
- An individual event inject is a detailed description of each exercise event. The inject includes items of information: inject time, intended recipient, responsible Controller, inject type, a detailed description of the event, and the expected player action.

Chapter 9: Communications Plan

All spoken and written communication will start and end with the statement, **“THIS IS AN EXERCISE.”**

Controller Communications

The principal method of communications for Controllers during the exercise will be Amateur Radio (Ham). Controller communications will link Control personnel at all play areas and will remain separate from the player communications. In no case will Controller communications interfere with, or override, player communications.

Player Communications

CERT staff will use ham radio and FRS

CERT members will use FRS radios

FRS Radio Channels & Frequencies used

Division A	Ch 8	467.5625
Division B	Ch 9	467.5875
Division C	Ch 10	467.6125
Division D	Ch 11	467.6375
Division E	Ch 12	467.6625

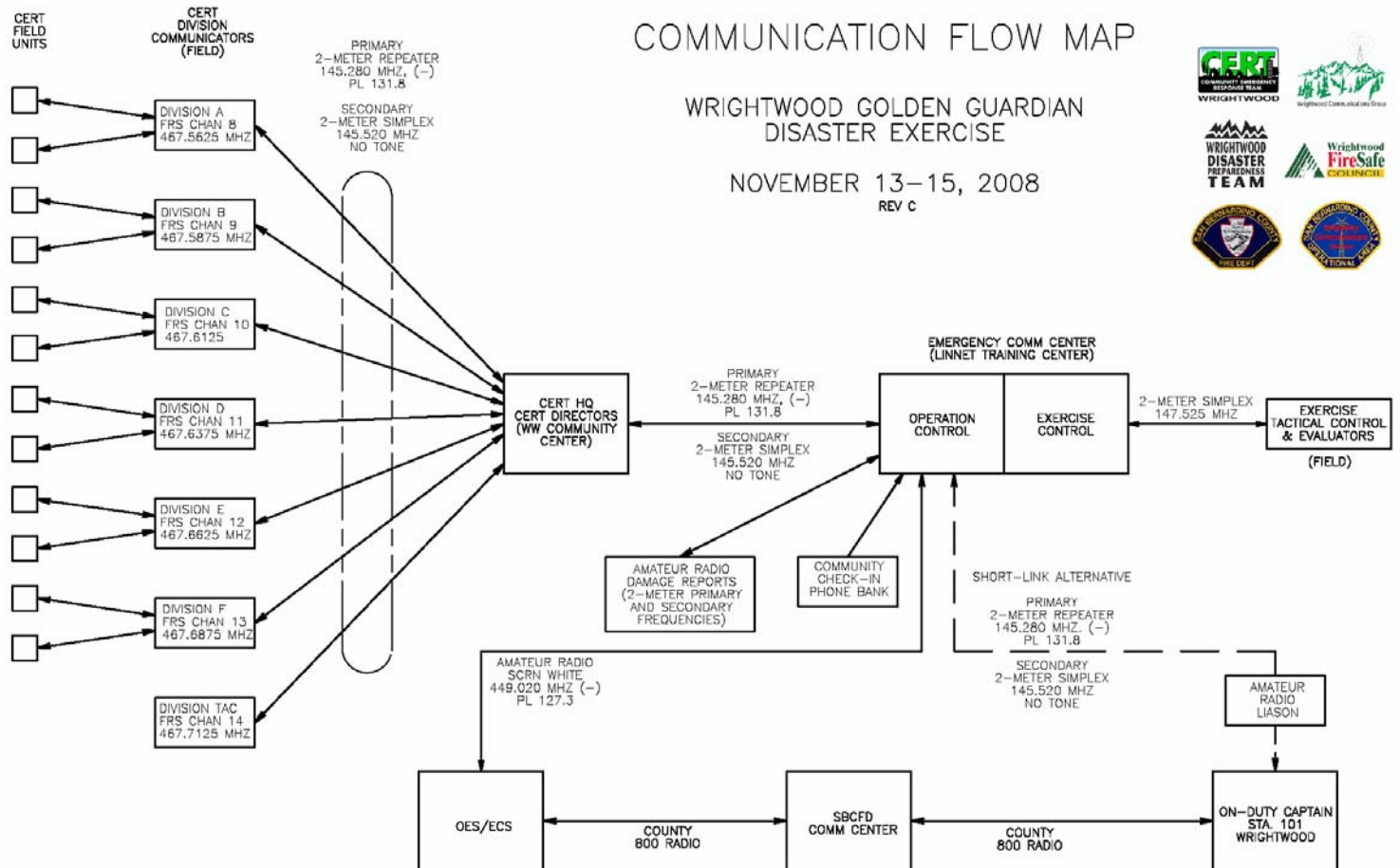
Division F Ch 13 467.6875
 Division TAC Ch 14 467.7125

Ham Radio Frequencies used

Main Exercise = WW Primary Simplex = Wrightwood Simplex 145.520 no tone
 Exercise Control = Wrightwood Simplex 147.525 no tone
 Comm to Liaison at Station 101 Simplex 146.050 no tone
 Amateur Radio damage assessments = Table Mountain 2m repeater 145.280 (-) PL 131.8
 Backup Simplex = 147.570

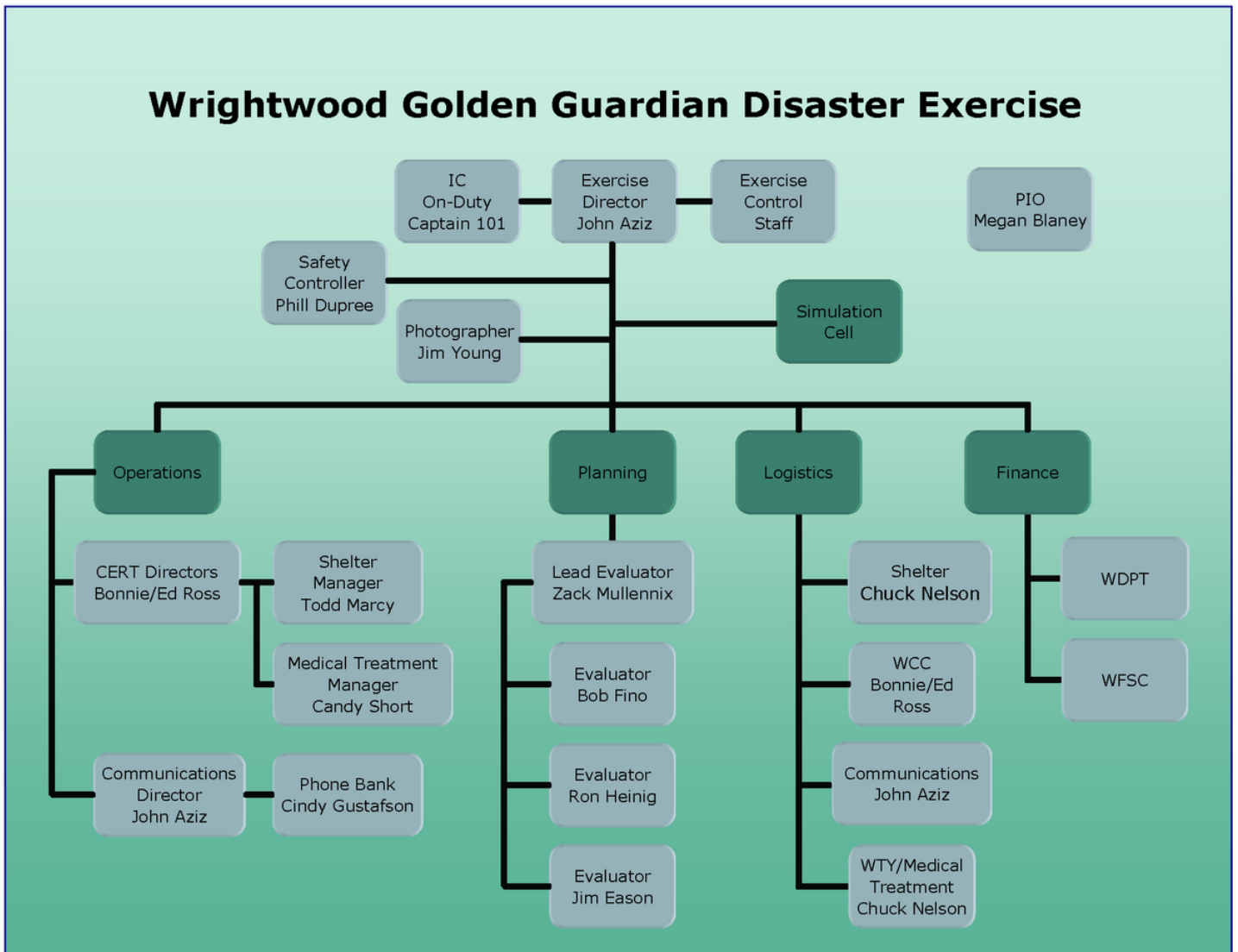
(Ham radio tactical call signs will be assigned as exercise dictates)

All radio communications in the field, base stations and mobile units will be conducted using emergency power.



Chapter 10: Exercise Controller Organization

Controllers, Evaluators, and personnel essential to the exercise are collectively referred to as the Exercise Staff Organization. The Exercise Staff Organization, as of the publication of this document, is shown in chart below. Control of the exercise will be established through use of an Exercise Controller Organization. This organization will control all exercise activities at all exercise locations.



Chapter 11: Exercise Control

Exercise Start, Suspension, and Termination Instructions

The WGGDE will be conducted on November 13, 2008, beginning at 09:00. Exercise play is scheduled for November 13, 2008 through November 15, 2008. The Exercise Director or Control Staff will announce any exercise suspension or termination and will instruct participants to stop in place safely.

If an actual emergency occurs, the exercise may be suspended or terminated at the discretion of the Exercise Director or Control Staff, depending on the nature of the incident. The designated emergency phrase in case of an actual emergency is “Real-World Emergency.” The Exercise Director will announce restart of the exercise.

Exercise Security and Observers

Security should be in place at least 1 hour before start of exercise. Controllers, Evaluators, Observers, and media should be in place sufficiently early to allow the exercise to start on time. Observers and media remain in their assigned areas throughout the exercise (unless escorted by Control Staff or PIO). Public Information Officers (PIOs) are available to interpret actions and/or provide briefings to observers and media, as appropriate.

Chapter 12 Controllers and Evaluators

Controllers and Evaluators are briefed and trained prior to the exercise date. This briefing and training should be long enough to allow for questions. Controllers and Evaluators meet each other and determine where they will be located during the exercise. Controllers are briefed on their responsibilities and the rules of engagement, and Evaluators become familiar with exercise objectives, exercise forms, and the reporting process. Controllers and Evaluators station themselves where they can observe actions but avoid impeding exercise play.

Evaluators observe behaviors and compare them against established plans, policies, procedures, and standard practices (if applicable), as well as against the timeline.

Chapter 13 Simulation Cell

Simulators in the Simulation Cell (SimCell) inject scenario elements to simulate real events.

Chapter 14: Concept for Evaluation Management

The exercise evaluation team organizational structure, objectives, and points of review are discussed in the following paragraphs.

Management Structure

Overall exercise planning, conduct, and evaluation for the exercise is the responsibility of the Planning Staff. Planning Staff is responsible for coordinating all exercise planning activities between local departments or agencies and other participating organizations.

Chapter 15: Participant Feedback Forms

Participant Feedback Forms will be used for documenting participant information about the exercise. CERT Team Leaders will distribute Participant Feedback Forms prior to final check out and collect them before CERT Team Members leave. Controllers should emphasize to the players that the forms provide the opportunity to comment candidly on emergency response activities and effectiveness of the exercise.

Chapter 16: Controller and Evaluator Debriefing

Controllers, Evaluators, and selected exercise participants will attend a facilitated Controller and Evaluator Debriefing on 11/15/08, 18:00 hours at the Linnet Training Center. During the debriefing these individuals will discuss their observations of the exercise in an open environment to clarify actions taken during the exercise and outline issues to be included in the After Action Report (AAR). Evaluators should take this opportunity to complete their General Observation Evaluation Tool for submission to the Lead Evaluator.

Chapter 17: Evaluations

All evaluations are preliminary and may be revised based on information from other evaluators, controllers, or players. If an evaluator or controller did not observe specific aspects of an organization's performance, exercise players may be asked to comment. These aspects should be indicated in the evaluation as being provided by players.

Chapter 18: Exercise Report

An exercise AAR/IP will be prepared to document evaluation of overall exercise performance. This AAR/IP will cover the schedule, scenario, players' activities, evaluations, issues, opportunities, and best practices. The AAR will contain the following:

- A brief summary with introductory and general statements noting exercise scope, purpose, objectives, players, and an overall performance assessment
- Assessments for each capability observed
- Issues and recommendations as suggested by Controller, Evaluator, or player comments.

A draft AAR will be provided to participating organizations for comments before final AAR/IP document is completed.

Appendix A: General Observation Evaluation Tool

Wrightwood Golden Guardian Disaster Exercise

General Observation Evaluation Tool

Instructions: Complete this form as fully as possible and return to the drill organizer at the end of the exercise (the same day).

Observer: _____ Date: ____/____/____
Observer title: _____
Assignment: _____

Period of time of evaluation: _____ AM / PM to _____ AM / PM

Exercise Chronology

Time the drill began: _____ AM / PM

Time the drill ended: _____ AM / PM/Unknown

TIME	ACTIVITY/OBSERVATION

Incident command

Did someone take charge of this area?

Yes No

If someone took charge of this area, how many minutes after the drill activities in this area did this person take charge? _____

If someone took charge of this zone, was it the officially designated person?

Yes No

How was the person in charge of the zone identified? (i.e., Arm band, Hat, Name tag, etc.) _____

Appendix A: General Observation Evaluation Tool (cont.)

Were the following drill participants identifiable?

Evaluators Yes No

Controller Yes No

Media Yes No

Mock victims Yes No

Observers Yes No

Security Yes No

Safety Controller Yes No

Communications

How was this assigned area notified of the event?(1610 AM Radio, Ham Radio, FRS, Telephone call, other)_____

Who notified this area of the event?_____

Were problems created by delays in receiving information?

Yes No

If yes,

describe_____

Was information flow between Command and Management in assigned area adequate?

Yes No

If no, list problems or

concerns_____

Were periodic updates received?

Yes No

Was the area notified of drill termination?

Yes No

Appendix F: Shelter Registration Form

AMERICAN RED CROSS
SHELTER REGISTRATION FORM

Please print all sections

Incident / DR Number & Name: _____
 Shelter Name: _____
 Shelter City, County/Parish, State: _____

Family Name (Last Name):	Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address (<i>if different</i>) (City/State/Zip):
Home Phone:	Cell Phone/Other:
Method of Transportation: If personal vehicle—plate #/State: (for security purposes only)	Identification verified by (Record type of ID; if none, write none):
Primary Language: If primary language is not English, please list any family members who speak English.	

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
 Yes No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT
 American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
 I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date: _____

Shelter Worker Signature _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only	Form 5972 Rev 02/07
Copy Distribution	
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)
3. Client (if requested)	

Appendix G: Incident Radio Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name WGGDE		2. Date/Time Prepared 11/05/08 1830		3. Operational Period Date/Time 11/13/08 Through 11/15/08	
4. Basic Radio Channel Utilization							
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks		
UHF	SCRN	Command - OES	SCRN - White 449.020 (-) 127.3 Blue Ridge	Wrightwood	Primary point of contact to SBCTY OES		
VHF	Table Mtn 2m	Wrightwood Comm Repeater	145.280 (-) 131.8	WGGDE Comm	Amateur Radio Damage Reports In and Out of Area		
VHF	*WRWD-2	Wrightwood Comm Simplex	145.520 no tone	WGGDE Comm primary simplex CERT	*Originally assigned as SB CTY WRWD-2 Never changed to WRWD-1 in Wrightwood		
VHF	**WRWD-1	Wrightwood Comm Simplex	146.050 no tone	WGGDE Comm Comm-Liason at 101	Known repeater offset **Originally assigned as SB CTY WRWD-1 Never changed to WRWD-2 in Wrightwood		
VHF	WRTC-1	Wrightwood Comm Support	147.525 no tone	WGGDE Control Staff			
UHF - FRS	Ch 8	CERT	467.5625 no tone	Div A			
UHF - FRS	Ch 9	CERT	467.5875 no tone	Div B			
UHF - FRS	Ch 10	CERT	467.6125 no tone	Div C			
UHF - FRS	Ch 11	CERT	467.6375 no tone	Div D			
UHF - FRS	Ch 12	CERT	467.6625 no tone	Div E			
UHF - FRS	Ch 13	CERT	467.6875 no tone	Div F			
UHF - FRS	Ch 14	CERT	467.7125 no tone	Div TAC			
5. Prepared by (Communications Unit) Wrightwood Communications Group							

Appendix H: Communications Incident Sign In List

Wrightwood Communications Group

INCIDENT SIGN IN LIST

INCIDENT NAME: _____

SIGN IN LOCATION: _____

DATE: ____/____/____ OPERATIONAL PERIOD: _____

<u>#</u>	<u>NAME</u>	<u>CALLSIGN</u>	<u>TIME IN</u>	<u>TIME OUT</u>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____

Appendix K: Wrightwood (Swarthout Valley) WGGDE Locations



Wrightwood Golden Guardian Disaster Exercise

Shelter

Sunrise Church
770 Hwy 2

WCC

Wrightwood
Community
Center, 1275 Hwy 2

WTY

Wrightwood
Transportation Yard #11
1450 Hwy 2

101

Wrightwood Fire
Station 101
5980 Elm St

LTC

Linnet Training Center
WGGDE Communications
1456 Linnet Rd

