

WRIGHTWOOD GOLDEN GUARDIAN DISASTER EXERCISE (WGGDE)

November 13-15, 2008

EXERCISE PLAN (ExPlan)



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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: Administrative Handling / Security Designation

Wrightwood Golden Guardian Disaster Exercise (WGGDE)

The ExPlan is intended for use by exercise players and observers—therefore, it does not contain detailed scenario information that may reduce the realism of the tasks to be performed. Low security/Low risk

Chapter 2: Purpose, Scope, and Objectives

Purpose

- 1) Mobilize & organize CERT response for the WGGDE
- 2) Mobilize and organize radio operators on effective handling of communications during an emergency
- 3) Promote residential & business participation via community wide check-in
- 4) Recognize and address weaknesses shown during the WGGDE

Scope

This exercise will begin with a CERT activation by the on duty Fire Captain from Station 101 and will include participation of residents, businesses, camps and schools. As tasks are completed they will be relayed by radio communications and ultimately through ham radio communication to SBCFD ECS/OES. When all tasks are completed SBCFD ECS/OES will notify the on duty Wrightwood Fire Captain using county radio system.

Objectives

- 1) Establishment of Medical Treatment area and Shelter - not including first aid but utilizing demo victims & shelter clients
- 2) Practice disaster response skills
- 3) Promote disaster awareness
- 4) Promote community involvement
- 5) Promote CERT
- 6) Promote individual home, business & organizational self assessment
- 7) Establish community wide recognition and utilization of 1610 AM emergency radio

Chapter 3: Duration, Date & Time of Exercise - Schedule of Events

11/13/08	09:00	Door to door distribution of door hanger Community Exercise Notifications begins
11/13/08	09:55	Drop, Cover, Hold On: Ham Radio Net Begins
11/13/08	12:00	Start 1610 AM radio announcement of planned exercise
11/14/08	09:00	Continue distribution of door hanger Community Exercise Notifications
11/15/08	08:00	Start 1610 AM radio exercise script
11/15/08	08:00	TENS activated - tune radios to 1610 AM (pending authorization)
11/15/08	09:08	Activation of CERT begins after the simulated earthquake
11/15/08	13:00	Deactivation of all participants
11/15/08	14:00	Hotwash: CERT Directors, Supervisors and Communicators, Evaluators and Control Staff selected exercise participants

Chapter 4: Exercise Planning Team / Control Staff Organization

Exercise Planning Team consists of community members representing the Wrightwood Disaster Preparedness Team, Wrightwood CERT, Wrightwood Fire Safe Council and Wrightwood Communications Group.

Control Staff will consist of Exercise Director, CERT Directors, Communications Director, Safety Controller, Evaluators and Station 101 on duty Fire Captain.

Chapter 5: Roles and Responsibilities

Control Staff: Support Staff or Control Staff set up and operate the exercise site; plan and manage exercise play; act in the roles of response individuals and agencies. Controllers direct the pace of exercise play and routinely include members from the exercise planning team. They provide key data to players and may prompt or initiate certain player actions to ensure exercise continuity. During the debriefing these individuals will discuss their observations of the exercise in an open environment to clarify actions taken during the exercise.

CERT Communicators: handle all communications between Supervisors, Directors and team leaders.

CERT Directors: are responsible for managing and documenting all CERT Division activities and communications and monitoring participation of all CERT members.

CERT Supervisors: supervise and document team member participation. Supervisors will distribute Participant Feedback forms prior to final check out and will collect the forms before team members leave. All forms will be handed over to CERT Directors prior to Supervisor check out.

CERT Team Leaders: manage and report team activities to Division Supervisors/Communicators.

CERT Members: participate in the distribution of door hangers, simulated disaster response, and establishment of treatment center and shelter under direction of CERT Supervisors and Team leaders.

Director: The Exercise Director oversees all exercise functions during exercise conduct; oversees and remains in contact with Controllers and Evaluators; debriefs Controllers and Evaluators following the exercise; and oversees setup and cleanup of exercise and positioning of Controllers and Evaluators.

Evaluators: Evaluators are on hand to evaluate and provide feedback on a designated functional area of the exercise. They are chosen based on their expertise in the functional

area(s) they have been assigned to review during the exercise and their familiarity with local emergency response procedures. Evaluators assess and document participants' performance against established emergency plans and exercise evaluation criteria. Take notes during the Hotwash and include these observations in their analysis.

Fire Captain: Wrightwood Fire Station 101 On Duty Fire Captain activates and deactivates CERT, observes & assesses exercise.

Observers: Observers visit or view selected segments of the exercise. Observers do not play in the exercise. Observers will view the exercise from a designated observation area and will be asked to remain within the observation area during the exercise. VIPs are a type of observer, but are frequently grouped separately.

Safety Controller: Safety Controller is responsible for monitoring exercise safety during setup, conduct and clean-up of the exercise. All exercise participants will assist the safety controller by reporting any safety concerns.

WDPT: Provisional and Logistics analysis, funding.

WCG: Activates Radio Nets, manages communications and community check-ins.

WFSC: Funding and preparation of emergency information magnets for distribution.

Participant Feedback Forms will be used for documenting participant information about the exercise by all participants. Emphasize that the forms provide the opportunity to comment candidly on emergency response activities and effectiveness of the exercise.

Chapter 6: Rules of Conduct

Work within ICS command structure.

The following are the general rules that govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise participants will comply with real-world response procedures, unless otherwise directed by control staff.
- **All communications (written, radio, telephone, etc.) made during the exercise will begin and end with the phrase, "This is an exercise."**
- Exercise participants placing telephone calls or initiating radio traffic must properly identify themselves, organization, agency or office.

Chapter 7: Exercise Safety, Real World Emergency Codes/Phrases, Safety Controller Responsibilities, and Prohibited Activities

The Safety Controller will brief CERT teams before leaving on assignments. Safety Controller will discuss rules about not entering homes, blocking roads, obeying all driving and pedestrian laws and the importance of stressing that this is an EXERCISE.

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

- Anyone observing a participant who is seriously ill or injured will first advise the nearest controller, then if possible, render aid, provided the aid does not exceed his or her training.
- The controller who is made aware of a real emergency will initiate the broadcast “Real-World Emergency” on the Controller radio frequency or by whatever communications device is available, providing the following information to the Exercise Director:

Venue/function

Location within the venue/function

Conditions

Requirements

If the nature of the emergency requires a suspension of the exercise at the venue/function, all exercise activities at that facility will immediately cease. Exercise play may resume at that venue/function once the “Real-World Emergency” situation has been addressed. Exercise play at other venue/functions should not cease if one venue/function has declared a “Real-World Emergency” unless they are reliant on the affected venue.

If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the on duty Fire Captain, Exercise Director, CERT Directors or Control Staff. The notification will be made by whatever communications device is available.

Suspending Phrase in Case of Actual Emergency:
“Real-World Emergency”

Chapter 8: Logistics

CERT: Disaster container in SB County Transportation Yard, shelter materials and supplies, distribution of printed materials, human resources

WGC: Human and equipment resources

WFSC: Prepare material for distribution

Permits, reservations & permissions needed:

Reserve Wrightwood Community Center - WDPT

Permit required for day use of the Wrightwood Transportation Yard – SBCFD

Permission to use JPL Amateur Radio Club Table Mountain 2 Meter repeater - WCG

Chapter 9: Exercise Site Access and Security

The Wrightwood Golden Guardian Disaster Exercise is an unclassified exercise. The control of information is based more on public sensitivity regarding the nature of the exercise than on the actual exercise content. Some exercise material is intended for the

exclusive use of exercise planners, controllers, and evaluators, but players may view other materials deemed necessary to their performance.

Chapter 10: Communications (e.g., Radio Frequencies/Channels/Tactical Call Signs)

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 = Table Mountain 2m repeater 145.280 (-) PL 131.8

WW Primary Simplex = Wrightwood Simplex 145.520 no tone

Exercise Tactical = Wrightwood Tactical 147.525 no tone

(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 11: Weather Related Issues

In case of extreme weather conditions, exercise may be modified or cancelled by Control Staff. San Bernardino County Fire ECS Weather Support will provide daily weather briefing during exercise period.

Appendix A: Maps (cont.)

DIVISION A

WEST

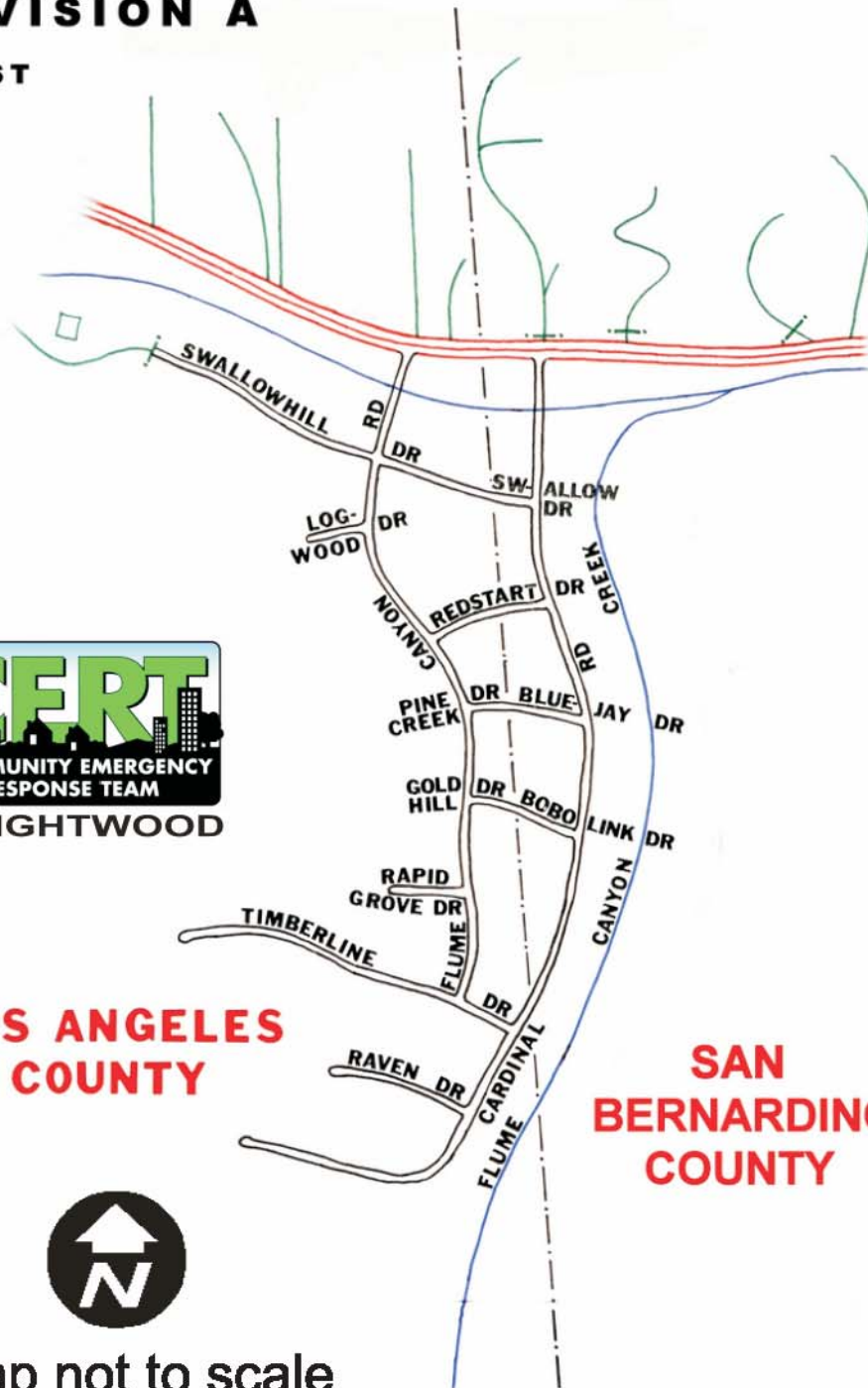


LOS ANGELES COUNTY

SAN BERNARDINO COUNTY



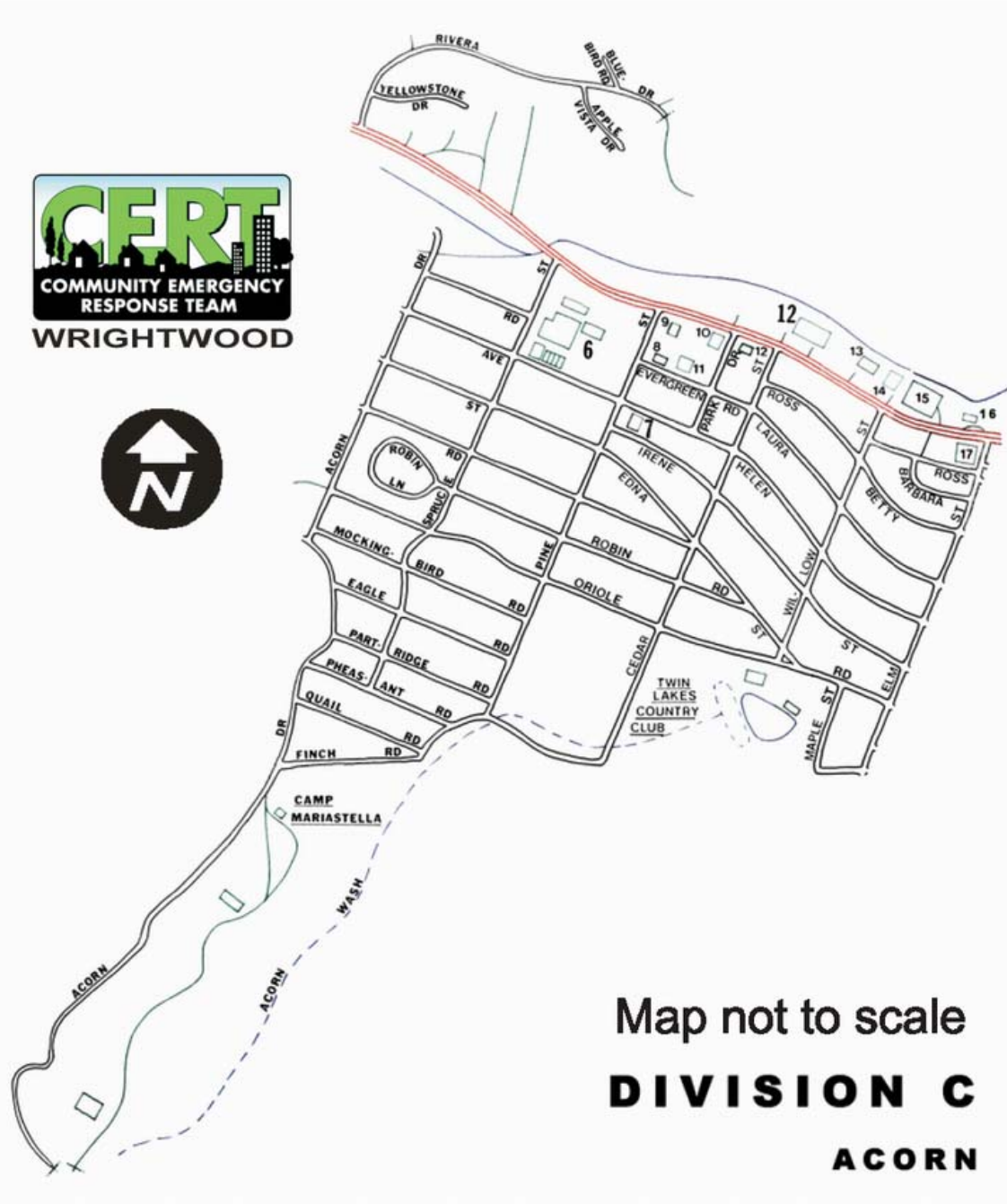
Map not to scale



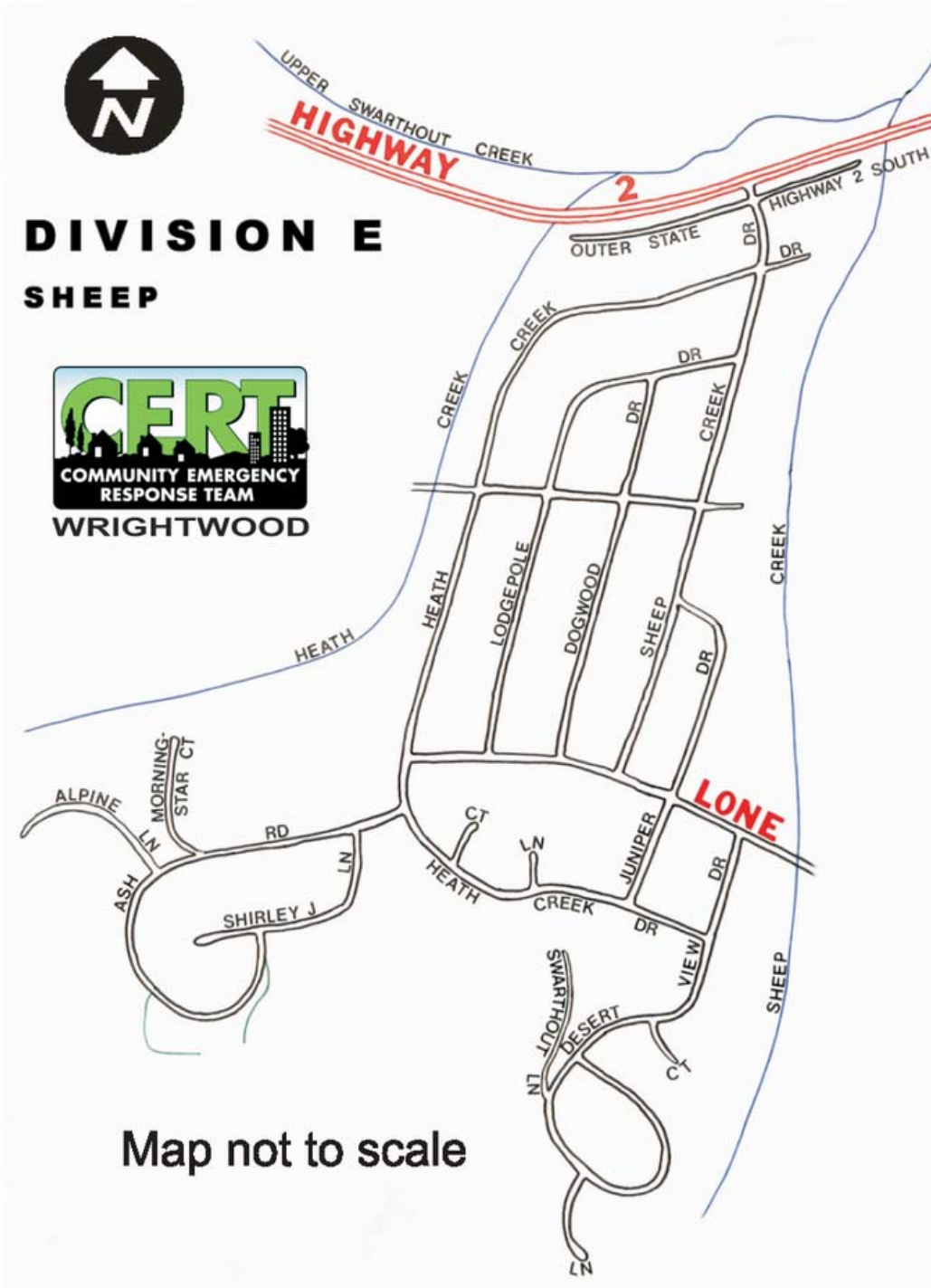
Appendix A: Maps (cont.)



Appendix A: Maps (cont.)



Appendix A: Maps (cont.)



Appendix B: Distribution Pieces (Door Hangers)

Double sided door hanger Community Exercise Notification card



WRIGHTWOOD'S DISASTER EXERCISE NOV 15TH

All community members are urged to participate!

Simply check-in your family, business, camp, organization or school

Provide street address & number of people by one of the following methods:

Phone(760) 249-5248
EmailWrightwoodCert@msn.com
Fax.....(760) 249-3538
Ham Radio ..Table Mtn 2 meter repeater
(145.280 minus 131.8)

Tune your Radio to 1610 AM



WRIGHTWOOD'S GOLDEN GUARDIAN DISASTER EXERCISE NOV 15TH

At 9:07 a.m. on November 15th, 2008, Wrightwood will experience a **simulated** 7.8 earthquake making roads in and out of town impassable. Tune into Wrightwood's own disaster radio station at 1610 AM, on this date and time, for further information about the community wide disaster drill.

Tune into Wrightwood Radio 1610 AM

It is the goal of the Wrightwood Disaster Preparedness Team, Wrightwood Fire Safe Council, Wrightwood CERT and the Wrightwood Communications Group that the entire community participate, including residents, organizations, businesses, camps and schools.

Our objective is to have everyone in the community accounted for by a simple check-in during the weekend of the drill. Please participate in a simple family, business or group check-in by one of the following methods and include your street address and number of people residing there.

Phone(760) 249-5248
 Email.....WrightwoodCert@msn.com
 Fax(760) 249-3538
 Ham Radio..Table Mountain 2 meter repeater
(145.280 minus 131.8)

Appendix B: Distribution Pieces (Door Hangers) cont.

Emergency Information Refrigerator magnet door hanger

Wrightwood Emergency Information

	Emergency	911	
POLICE	CHP Antelope Valley (LA Cty)	(323)	982-4900
	CHP Victorville (High Desert)	(760)	255-8750
	LA Cty Sheriff • Palmdale	(661)	272-2400
	SB Cty Sheriff • Wrightwood	(760)	249-3212
FIRE	LA Cty Fire • Antelope Valley	(661)	947-2111
	SB Comm Center • when 911 down ..	(909)	822-8071
	Wrightwood Fire Station 101	(760)	249-3206
UTIL	Edison • power outage-down lines ...	(800)	611-1911
	Gas Company • emergency	(800)	427-2200
RD	Golden State Water	(760)	249-3824
	SB Cty County Roads	(909)	387-8063
USFS	LA Cty Roads	(800)	675-4357
	Angeles National Forest	(661)	723-3620
	Big Pines Visitor Center	(760)	249-3504
OTHER	San Bernardino National Forest	(909)	383-5651
	LA Cty Animal Control	(661)	940-4191
	SB Cty Animal Control	(800)	472-5609
	We Tip	(800)	782-7463

Emergency Radio 1610 AM
 Wrightwood Emergency Radio 24/7 with public service and emergency messages as incidents develop. Tune 1610 AM

Evacuation Checklist

<div style="background-color: #008000; color: white; text-align: center; padding: 2px;">Personal</div> <ul style="list-style-type: none"> <input type="checkbox"/> Address/Phone book w/#'s Family • Friends • Doctors • Insurance • Mortgage Lender <input type="checkbox"/> Cash <input type="checkbox"/> Changes of Clothing (a few) <input type="checkbox"/> Communication Equipment • Ham • FRS • Cell Phone • Pager <input type="checkbox"/> Computer and Data <input type="checkbox"/> Drivers License • Photo ID <input type="checkbox"/> Evacuation & Area Maps <input type="checkbox"/> Flashlight • Batteries <input type="checkbox"/> Glasses • Contacts • Hearing Aids <input type="checkbox"/> Keys: Vehicles • House • Storage • Safety Deposit Box • Gates <input type="checkbox"/> Medications • Medical Devices • Prescriptions <input type="checkbox"/> Photos • Videos • Sentimental <input type="checkbox"/> Proof of Residency For Re-entry <input type="checkbox"/> Radio AM/FM • Batteries <input type="checkbox"/> Stuffed Animals for Kids <input type="checkbox"/> Toiletries • Toilet Paper • Feminine <input type="checkbox"/> Water/Food (Special Diets) <input type="checkbox"/> _____ 	<div style="background-color: #008000; color: white; text-align: center; padding: 2px;">Pets</div> <ul style="list-style-type: none"> <input type="checkbox"/> Know Exactly Where They Are <input type="checkbox"/> Leash <input type="checkbox"/> Pet ID Numbers • License #'s <input type="checkbox"/> Pet Medication & Special Foods <input type="checkbox"/> Stage Pet Carrier by Door
<div style="background-color: #008000; color: white; text-align: center; padding: 2px;">Documents</div> <ul style="list-style-type: none"> <input type="checkbox"/> Bank Account Numbers <input type="checkbox"/> Birth • Marriage Certificates <input type="checkbox"/> Diplomas • Licenses • Credentials <input type="checkbox"/> Financial Papers • Investments • Savings Bonds • Certificates <input type="checkbox"/> Insurance Documentation <input type="checkbox"/> Medical Records <input type="checkbox"/> Mortgage Papers • Deeds <input type="checkbox"/> Passports <input type="checkbox"/> Receipts for Valuables: Appliances • Electronics • Furniture • Trailers • Vehicles <input type="checkbox"/> Tax Returns (recent) <input type="checkbox"/> Vehicle Titles <input type="checkbox"/> Wills • Legal 	



Wrightwood
FireSafe
COUNCIL

Non-profit 501 (c) (3)

Monthly Public Meetings
7pm - 3rd Tuesday
(no meeting in Dec)
6000 Cedar St., Wrightwood

Visit www.WrightwoodFSC.com • (760) 249-5248

Appendix D: Participant Feedback Form



PARTICIPANT FEEDBACK FORM

Exercise Name: Wrightwood Golden Guardian Disaster Exercise
Exercise Date: November 15, 2008

Note: Please Print Legibly

Participant Name: _____ Title: _____

Organization: _____

Role: CERT HAM Controller Evaluator Observer Other _____

Part I – Recommendations and Action Steps

1. Based on the exercise today and the tasks identified, list the top 3 issues and/or areas that need improvement.

2. Identify the action steps that should be taken to address the issues identified above. For each action step, indicate if it is a high, medium, or low priority.

3. Describe the action steps that should be taken in your area of responsibility. Who should be assigned responsibility for each action item?

4. List the equipment, training or plans/procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Appendix D: Participant Feedback Form (cont.)

Part II – Exercise Design and Conduct

1. What is your assessment of the exercise design and conduct?

*Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided below, with 1 indicating **strong disagreement** with the statement and 5 indicating **strong agreement**.*

<u>Assessment Factor</u>	Rating of Satisfaction with Exercise				
	<i>Strongly Disagree</i>				<i>Strongly Agree</i>
a. The exercise was well structured and organized.	1	2	3	4	5
b. The exercise scenario was plausible and realistic.	1	2	3	4	5
c. The documentation used during the exercise was a valuable tool throughout the exercise.	1	2	3	4	5
d. Participation in the exercise was appropriate for someone in my position.	1	2	3	4	5
e. The participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5

2. What changes would you make to improve this exercise?

Please provide any recommendations on how this exercise or future exercises could be improved or enhanced.
