[Exercise Name]

Controller Staff Instructions (COSIN)

[Date]

The Control Staff Instructions are for large scale exercises that provides detailed guidelines for control and simulation support. It establishes a management structure for these activities and provides guidance for controllers, simulators, and support staff on procedures and responsibilities. **This document is only needed if a Controller/Evaluator Handbook is not enough for the scope and scale of the exercise. It should be utilized with the Exercise Plan and Evaluation Plan.**

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** | [Insert the formal name of exercise, which should match the name in the document header] |
| **Exercise Dates** | [Indicate the start and end dates of the exercise] |
| **Scope** | This exercise is a [exercise type], planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters]. |
| **Focus Area(s)** | [Prevention, Protection, Mitigation, Response, and/or Recovery] |
| **Capabilities** | [List the capabilities being exercised] |
| **Objectives** | [List the objectives being evaluated for the exercise] |
| **Threat/Hazard** | [List the threat or hazard (e.g. natural/hurricane, technological/radiological release)] |
| **Scenario** | [Insert a brief overview of the exercise scenario, including scenario impacts (2-3 sentences) |
| **Sponsors** | [Insert the name of the sponsor organization, as well as any grant programs being utilized, if applicable] |
| **Participating Organizations** | [Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix A. [Delete Appendix A if not required.] |
| **Points of Contact** | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)] |

# General Information

## Exercise Schedule

[The full exercise schedule can be found in Appendix B: Operational Tempo]

| **Event** | **Date** | **Location (if needed)** |
| --- | --- | --- |
| Participant Registration | [Date] | [Location] |
| Participant Brief | [Date] | [Location] |
| Start of Exercise (StartEx) | [Date] | [Location] |
| End of Exercise (EndEx) | [Date] | [Location] |
| Hotwash | [Date] | [Location] |
| Controller/Evaluator Debrief | [Date] | [Location] |

## Table 1: Exercise Schedule

## Objectives

The following exercise objectives in [Table 2] describe the expected outcomes for the exercise. The objectives are linked to capabilities, which are distinct critical elements necessary to achieve the specific focus area(s). The objectives and aligned capabilities are guided by senior leaders and selected by the Exercise Planning Team.

| Exercise Objective | Core Capability |
| --- | --- |
| [Insert objectives] | [Insert capability aligned to objective] |
| [Insert objectives] | [Insert capability aligned to objective] |
| [Insert objectives] | [Insert capability aligned to objective] |
| [Insert objectives] | [Insert capability aligned to objective] |
| [Insert objectives] | [Insert capability aligned to objective] |

Table 2. Exercise Objectives and Associated Capabilities

## Scenario

[Insert the scenario description necessary for Controller and Simulator awareness, including scenario impacts]

More detailed scenario information is located in the [Ground Truth Document/Appendix C].

## 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. Artificialities and constraints, such as the exercise assembly area, may detract from realism.

### *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.
* The goals and objectives of the exercise are consistent with functional area operations and technical plans and procedures, whenever possible.
* Exercise simulation contains sufficient detail to allow players to react to the information and situations as they are presented as if the simulated incident were real.
* Participants may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.
* Exercise participants will comply with real response procedures unless otherwise directed by the control staff.
* [Additional assumptions as needed]

### *Artificialities*

During this exercise, the following artificialities apply:

* Exercise communication and coordination will be limited to participating exercise organizations, venues, and the Simulation Cell (SimCell).
* Only communication methods listed in the Communications Plan are available for players to use during the exercise.
* Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies will always take priority.
* For this exercise, the weather used will be based on [simulated] weather which can be found in [the Ground Truth].

# Exercise Logistics

Detailed logistics information for each control venue is included in [Appendix D]

## Communications

The primary means of communication among Control Staff will be [radio, cellular phone, etc.] with [radio, cellular phone, etc.] as the secondary method.

The Exercise Director will initiate exercise play by transmitting the STARTEX via [the controller communications network].

All communications during the exercise will begin and end with the statement, [**“This is an exercise”]** or [**“Exercise. Exercise. Exercise.”]**

Exercise participants who place telephone calls or initiate communication with the SimCell must identify the agency, organization, office, or individual with whom they wish to speak.

The Exercise Director will cease exercise play by transmitting the End of Exercise (ENDEX) via [the controller communications network].

Key communication times during the exercise will be [key communication times].

The full Communications Plan can be found in [Appendix E].

## Safety and Real-World Emergencies

All participating organizations must recognize the importance of conducting an exercise of this magnitude as safely as possible. Safety will be an integral part of the exercise process.

### *General*

Exercise participant safety takes priority over exercise events. Although the organizations involved in this exercise come from various groups, they share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. Professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible.

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. [The safety officer for this exercise is [Name].
* All controllers, evaluators, and other exercise staff will serve as safety observers while exercise activities are under way. Any safety concerns must be immediately reported to the Safety Officer.
* Participants will be responsible for their own and each other’s safety during the exercise. All persons associated with the exercise must stop play if a real-world safety problem exists. After the problem is corrected, exercise play may resume.
* All organizations will comply with their own environmental, health, and safety plans and procedures, in addition to appropriate federal, state, and local environmental health and safety regulations.
* VCCs shall designate Safety Officers for their designated site.

The following procedures will be used in case of an actual emergency or unsafe act:

* The controller(s) will suspend exercise play.
* The controller(s) will notify the Exercise Director or Lead Controller.
* The Exercise Director or Lead Controller will evaluate the situation and decide if the exercise can safely resume.

### *Accident Reporting and Real Emergencies*

For an emergency that requires assistance, use the phrase [**“real-world emergency.”]**

The following procedures should be used in case an emergency occurs during the exercise:

* Anyone who observes a participant who is seriously ill or injured will advise the nearest controller and (if possible) render aid, provided the aid does not exceed his or her training.
* The controller who is made aware of an emergency will provide the following information to the MCC Director and Exercise Director:
  + Venue and function,
  + Location within the venue and function,
  + Condition, and
  + Requirements.
* The relevant VCC or other exercise location(s) shall be notified as soon as possible if an emergency occurs.
* If the nature of the emergency requires suspension of the exercise at the venue or function, all exercise activities at that facility will cease immediately. Exercise play may resume at that venue or function after the situation has been addressed and resolved.
* Exercise play at other venues and functions should not cease if one venue or function has declared an emergency unless they rely on the affected venue or are ordered to do so by the Exercise Director.

If a real-world incident requires resources committed to the safe conduct of the exercise, exercise leadership, in coordination with other leaders as appropriate, will convene to discuss potential courses of action.

### *Weapons Policy [delete section if not applicable]*

All participants will follow the relevant weapons policy for the exercising organization or exercise venue. [Please see the Weapons Safety Policy document for a detailed description of the weapons policy.]

### *Fire Safety [delete section if not applicable]*

Standard fire and safety regulations relevant to the [jurisdiction, venue, or organization] will be followed during the exercise.

[Insert any organization- or venue-specific guidelines or protocols.]

### *Emergency Medical Services [delete section if not applicable]*

The sponsor organization will coordinate with local emergency medical services in the event of a real-world emergency. [Insert any organization- or venue-specific guidelines or protocols.]

### *Electrical and Generating Device Hazards [delete section if not applicable]*

All applicable electrical and generating device safety requirements should be documented prior to the start of the exercise. [Insert any organization- or venue-specific guidelines or protocols.]

### Refreshments

## [Insert information regarding food and beverage availability, procedures, and schedule. Include restrictions, if any, for food/beverage use in the venue]

## Security

### *Site Access*

To prevent unauthorized access to, confusion during, and interruption of the exercise sites and control cells, each venue will control entry to their site(s). The Master Control Cell/Venue Control Cells will be limited to exercise staff only. Players should be instructed to advise a member of the control staff if an unauthorized person is present. Each organization should follow its internal security procedures, augmented as necessary to comply with exercise requirements.

Master Control Cell access procedures include:

* [Attendees must]

### *Media/VIP/Observer Coordination [delete section if not applicable]*

Organizations with media personnel and/or observers attending the event should coordinate with the sponsor organization for access to the exercise site. Media/Observers are escorted to designated areas and accompanied by an exercise controller at all times. Sponsor organization representatives and/or the observer controller may be present to explain exercise conduct and answer questions. Exercise participants should be advised of media and/or observer presence. The media/VIP/Observer controller for this exercise is [Name, email, phone as applicable]. [Insert photo and camera policy if applicable].

### *Exercise Identification*

All exercise staff and observers will wear and display proper identification. Support staff, in coordination with venue security for the MCC, VCCs, and other exercise locations, will issue appropriate identification information and guidance.

| Group | Color |
| --- | --- |
| Controllers | [White] |
| Evaluators | [Red] |
| Support Staff | [Green] |
| Players | [Blue] |
| Safety Controller | [Orange] |
| Observer | [Gray] |
| Media | [Purple] |
| Actors | [Yellow] |
| VIP | [Black] |

Table 3. Exercise Identification

# Post-Exercise Activities

## Hotwash

At the conclusion of exercise play, site evaluators will facilitate a hotwash to allow players to discuss strengths and areas for improvement and allow evaluators to seek clarification regarding player actions and decision-making processes. Evaluators should actively participate in these hotwashes to validate their initial observations and gather new information. If controllers do not conduct a hotwash, evaluators should attempt to resolve any outstanding questions with exercise players before leaving the site. Evaluators should include details from these hotwashes and other follow up discussions in their EEGs and raw notes. All participants may attend; however, observers are not encouraged to attend the meeting.

[The Master Control Cell (MCC) will…]

[Each Venue Control Cell (VCC) will,,,]

## Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. Participant Feedback Forms should be collected at the conclusion of the hotwash.

[Please refer to the *Evaluation Plan* for additional information on all post-exercise and evaluation activities.]

## Site Controller/Evaluator Debriefing

Site controllers and evaluators will attend a facilitated controller/evaluator debriefing [immediately following exercise activities each day and/or at the discretion of each site.] During this debriefing, controllers and evaluators will provide an overview of their observed [functional areas] and discuss strengths and areas for improvement [observed during that day.]

**After Action Meeting**

Once the draft After Action Report is complete, senior leaders, evaluators, and program managers will come together for the After-Action Meeting (AAM) to finalize the AAR and create the Improvement Plan (IP). The AAM is scheduled for [date] located [place].

# Control Structure

## Exercise Control Overview

Exercise control maintains exercise scope, pace, and integrity during exercise conduct. The control structure in a well-developed exercise ensures that exercise play assesses objectives in a coordinated fashion at all levels and at all locations for the duration of the exercise.

## Exercise Control Structure

Control of the exercise is accomplished through an exercise control structure. The control structure is the framework that allows controllers to communicate and coordinate with other controllers at other exercise venues, the SimCell, or a Control Cell to deliver and track exercise information. The control structure for this exercise is shown in Figure 1.

**See Figure 4.2 in HSEEP doctrine for further guidance**

Figure 1. Sample Exercise Control Structure [edit as needed or delete if not applicable]

# Documentation

## Controller Package

The controller package consists of the Exercise Plan (ExPlan), Control Staff Instructions (COSIN), activity logs, badges, and other exercise tools (e.g., MSEL) as necessary. Controllers must bring their packages and any additional professional materials specific to their assigned exercise activities.

## Master Scenario Events List

MSEL injects are designed to stimulate exercise play and promote expected player actions. Each inject contains an implementer (occasionally referred to as the “script”) that contains the information needed to stimulate player response actions per the appropriate plan, policy, or procedure. Implementers may also contain related attachments to drive exercise play (e.g., maps, weather reports).

Controllers and simulators should review and understand each MSEL inject required for their segments of the exercise. If an inject is not understood, the controller should request clarification from his or her department/agency control cell representative. Certain MSEL injects contain specific information required by the player. This information should not be readily provided until the players have executed the relevant standard operating procedures.

Site controllers will report [insert MSEL reporting procedures for site controllers]

### *MSEL Tracking System Methodology*

[Insert MSEL tracking procedures]

### *MSEL Inject Release Process*

[Insert the MSEL inject release process]

### *Ad Hoc Contingency Inject Process*

Not all MSEL injects are preplanned or pre-scripted. Some will be ad hoc or contingency injects as expected player actions evolve. [Insert Ad Hoc inject process]

### Simulation Tools [(Delete if not needed)]

[Insert information about any simulation tools used by controllers and simulators during the exercise]

### WebEOC [(Delete if not needed)]

[Insert information about how WebEOC will be used for control and simulation]

# Exercise Simulation

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would actually occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers. The [SIMCELL] will simulate the roles and interactions of nonparticipating organizations or individuals, based on committed resources and capabilities as identified in individual extent of play forms.

## [Control Cell/SIMCELL] Simulation

The [Control Cell/SIMCELL] are responsible for simulation, control of exercise play, and any simulated field assets. The [control cell] will be responsible for all simulation not governed by [the SIMCELL].

Simulation is supported by department/agency subject-matter experts and is designed to replicate actions by departments, agencies, and field assets not participating in the exercise or ad hoc actions by participating departments and agencies where the segment of the department or agency that would normally take action is not participating. Actions by the simulators must be effectively synchronized with the exercise MSEL.

### Overnight and Weekend Simulation Procedures

[Insert guidance related to overnight and weekend simulation procedures].

### Simulated Resource Tracking

[Insert simulated resource tracking procedures as applicable]

# Exercise Controller Instructions

Exercise Controllers fall into three categories:

* **Control Cell Controllers** operate in the MCC or VCCs, and their primary purpose is to monitor the performance of agency objectives. MCC controllers work closely with simulators to maintain oversight of their organization’s exercise play. VCC controllers will control and simulate for each VCC’s respective playing organizations at the direction of the VCC lead.
* **Venue Controllers** operate at site locations and player facilities. The purpose of site controllers is to monitor play and advise the control cell controller. They also advise players on aspects of simulation that are in play.
* **Simulators** operate at the appropriate control cell and provide subject-matter expertise and simulation for all nonplaying entities under their jurisdiction. Simulators generate injects for their organization, receive player responses, and are responsible for monitoring the status of expected player actions.

## Controllers should follow these instructions:

### *Before the Exercise*

* Review exercise documents before controller training and raise any concerns about the information in those documents during the training.
* Complete site controller and evaluator training.
* Review their players’ organizational Emergency Operations Center (EOC) and command post structures; chain of command; information management procedures; communications; problem resolution procedures; allocation of resources procedures; briefing rhythms; and other command and control policies, procedures, and best practices.

### *During the Exercise*

* Obtain communications equipment and test communications between exercise sites and the MCC before start of the exercise and before each shift.
* Prepare and present counterpart shift change briefings.
* Advise the MCC or VCC (through the Lead Controller) of any changes in an organization’s length and level of play, actual start and end of the exercise, and any temporary halt in play.
* Communicate with the organization’s MCC controllers to share critical information and inform them when the entity is leaving and entering play.
* Wear and display appropriate identification during the exercise.
* Monitor, record, and report exercise activities at their locations using appropriate logs or communication mechanisms, including the time and location of all observations.
* Coordinate the resolution of problems pertaining to exercise control with department/agency control cell representatives.
* Venue controllers are not allowed to create injects and place them in play; however, they are permitted to recommend and prepare ad hoc injects, which must flow through the MCC and appropriate VCC inject approval process before being put into play to avoid conflicts.
* If circumstances arise that require the immediate preparation and introduction of an ad hoc inject, the site controller should contact his or her MCC controller, indicate the circumstance, and request approval.
* Answer player questions regarding conduct of the exercise and provide information needed to ensure a smooth exercise flow; however, do not prompt or coach the player to perform an action.
* Inform the control cell if the players perform the expected player action after release of injects.
* Ensure that players use their response procedures to obtain information through standard channels rather than requesting information from the controller (when possible).
* Note the accomplishment of exercise objectives.

### *After the Exercise*

* Assist site evaluators with post-exercise activities.
* Participate in site controller/evaluator debriefings and hotwashes as requested and pass information to department/agency control cell representatives to help develop input for the control cell briefs, hotwashes, site controller/evaluator debriefings, and post-exercise reports.

The Lead Venue Controller must ensure that subordinate site controllers are prepared to monitor play and advise players on aspects of simulation that are in play.

## Controller Responsibilities

The following table details controller responsibilities. For controller assignment details, see [Appendix F].

| Controller Responsibilities |
| --- |
| **Exercise Director** |
| * Oversees all exercise functions * Oversees and remains in contact with controllers and evaluators * Oversees setup and cleanup of exercise, and positioning of controllers and evaluators |
| **Senior Controller** |
| * Monitors exercise progress * Coordinates decisions regarding deviations or significant changes to the scenario * Monitors controller actions and ensures implementation of designed or modified actions at the appropriate time * Debriefs controllers and evaluators after the exercise * Oversees setup and takedown of the exercise |
| **Safety Controller** |
| * Monitors exercise safety during exercise setup, conduct, and cleanup * Receives any reports of safety concerns from other controllers or participants |
| **Public Information Officer (PIO)** |
| * Provides escort for observers * Provides narration and explanation during exercise events, as needed * Performs pre-exercise and post-exercise public affairs duties * May act as media briefer and escort at exercise site * Serves as safety officer for his or her site |
| **Venue Controller** |
| * Issues exercise materials to players * Monitors exercise timeline * Provides input to players (i.e., injects) as described in MSEL * Serves as safety officer for his or her site |
| **Simulation Cell (SimCell) Controller** |
| * Role plays as nonparticipating organizations or individuals * Monitors exercise timeline * Provides input to players (i.e., injects) as described in MSEL |

## Table 4. Control Position Responsibilities

### *Master Control Cell/Venue Control Cells*

Control responsibilities are executed under the authority of the MCC. During the exercise, the MCC reviews and coordinates the activities of the exercise control and simulation staff stationed at all exercise locations. The MCC ensures that the exercise achieves its objectives. It controls the release of injects to all players governed by the MCC; VCCs will control the release of injects to their respective players. The MCC is under the direction of the [Exercise Director]. [MCC Staff consists of a Lead Controller, MSEL Manager, SimCell Controller(s), and Ground Truth Advisor. VCC Staff consists of a Lead Controller and Venue Controllers].

### The MCC and each VCC will be responsible for the following:

* Control cell physical layout
* Dedicated facility for controllers, simulators, evaluators, and observers marked, “No Unauthorized Entry: Exercise Control Personnel Only”
* Maps and diagrams with directions and distance to parking, bathroom facilities, water, dining facilities, and lodging
* Administrative equipment and supplies
* Communication equipment

### *Problem Resolution*

[Problem resolution procedures]

[Overall control of the exercise will be the responsibility of the Exercise Director, Deputy Exercise Director, and the personnel staffing at the various positions in the MCC. Although overall control of the exercise resides with the MCC, VCCs generally operate independently and ensure that the exercise Master Scenario Events List (MSEL) for a particular venue is executed as planned. Although the VCCs operate independently, it is the responsibility of the MCC to ensure that all venue activities are aligned with and in support of the identified control and simulation architecture.]

## *Master Control Cell and Exercise Venue Briefings and Meetings*

[Insert information for any daily briefings control staff will be required to attend or conduct. Could also include in Appendix B Operational Tempo]

## Master Control Cell (MCC) and Venue Control Cells (VCCs)

| **Venue** | **Aligned Agencies** | **Aligned Exercise** | **Dates of Play** | **Operational Hours** | **Simulated Entities** |
| --- | --- | --- | --- | --- | --- |
| [Name and Location] | [Agency] | [Exercise] | [Dates] | [Time] | * [Entity] |
| [Name and Location] | [Agency] | [Exercise] | [Dates] | [Time] | * [Entity] |
| [Name and Location] | [Agency] | [Exercise] | [Dates] | [Time] | * [Entity] |
| [Name and Location] | [Agency] | [Exercise] | [Dates] | [Time] | * [Entity] |
| [Name and Location] | [Agency] | [Exercise] | [Dates] | [Time] | * [Entity] |
| [Name and Location] | [Agency] | [Exercise] | [Dates] | [Time] | * [Entity] |

**Table 5: Venue Control Cell Dates and Hours of Operation and Simulation Responsibilities**

# Appendix A: Participating Agencies

| Participating Organizations |
| --- |
| **Federal** |
| [Federal Participant] |
| [Federal Participant] |
| [Federal Participant] |
| **State** |
| [State Participant] |
| [State Participant] |
| [State Participant] |
| **[Jurisdiction A]** |
| [Jurisdiction A Participant] |
| [Jurisdiction A Participant] |
| [Jurisdiction A Participant] |
| **[Jurisdiction B]** |
| [Jurisdiction B Participant] |
| [Jurisdiction B Participant] |
| [Jurisdiction B Participant] |

# Appendix B: Operational Tempo

The following schedule is provided for planning purposes. Please note that this schedule may change and adapt to exercise needs as conduct progresses.

**MCC Hours of Operation: [Insert]**

**MCC Conference Call Number: [Insert]**

| **Day 1: [Date]** | **Personnel** | **Activity** | **Location** |
| --- | --- | --- | --- |
| [Time] | Controllers, evaluators, and exercise staff | Controller and Evaluator Briefing | [Location] |
| As needed | Controllers and exercise staff | Set up control cell and walkthrough | [Location] |

| **Day 2: [Date]** | **Personnel** | **Activity** | **Location** |
| --- | --- | --- | --- |
| [Time] | Controllers and exercise staff | Check-in for final instructions and communications check | [Location] |
| [Time] | Media | Media Briefing | [Location] |
| [Time] | VIPs and selected exercise staff | VIP Controller Briefing | [Location] |
| [Time] | Controllers and evaluators | Controllers and evaluators in starting positions | [Location] |
| [Time] | All | Controllers provide player briefs | [Location] |
| [Time] | All | Exercise starts | [Location] |
| [Time] | All | Exercise ends | [Location] |
| Immediately Following the Exercise | All | Venue Hotwashes/turn in all Participant Feedback Forms | [Location] |

| **Day 3: [Date]** | **Personnel** | **Activity** | **Location** |
| --- | --- | --- | --- |
| [Time] | Controllers, evaluators, and elected and appointed officials | Controller and Evaluator After Action Review | [Location] |

#### Appendix C: Exercise Scenario

## Scenario

[Insert the detailed exercise scenario narrative or scenario ground truth, including scenario information across all venues and functions. This should establish a common understanding of the scenario for all controllers and evaluators.]

## Major Events

### [Venue Name]

[Insert a list of major exercise events at each venue, including both simulated scenario events and important expected player actions.]

[Insert event description.]

[Insert event description.]

### [Venue Name]

[Insert a list of major exercise events at each venue, including both simulated scenario events and important expected player actions.]

[Insert event description.]

[Insert event description.]

### [Venue Name]

[Insert a list of major exercise events at each venue, including both simulated scenario events and important expected player actions.]

[Insert event description.]

[Insert event description.]

# Appendix D: Logistics Plan

## Overview of Exercise Control Cells

[Exercise] will have one MCC and [#] VCCs to address the aligned component exercises. This *Logistics Plan* is designed to provide information on the MCC and participating VCCs.

Table [#]: MCC and VCC Logistics

| **Venue Name and Location** | **Dates and Times Playing** | **Aligned Agencies Participating** |
| --- | --- | --- |
| MCC: [Insert] | [Date/Time] | [Agencies] |
| VCC #1: [Insert] | [Date/Time] | [Agencies] |
| VCC #2: [Insert] | [Date/Time] | [Agencies] |

## Master Control Cell

### *Overview*

The MCC will be located [location] The MCC will be used for control and simulation needs for the entire exercise.

Table [#]: Master Control Cell Overview

| **Date and Time** | **Aligned Exercise** | **Aligned Agency** |
| --- | --- | --- |
| [Date/Time] | [Exercise Name] | [All] |

### *Site Access*

[Include site security and site access procedures specific to the control center].

MCC access procedures include: [Insert]

### *Food and Beverages*

[Food and Beverage rules and procedures]

### *Floorplan*

Figure [#]: MCC Floorplan

## [Venue Control Cell #1]

### *Overview*

Table [#]: [Venue Name] Overview

| **Date and Time** | **Aligned Exercise** | **Aligned Agency** |
| --- | --- | --- |
| [Date/Time] | [Exercise Name] | [All] |

### 

### *Site Access*

[Include site security and site access procedures specific to the control center].

MCC access procedures include: [Insert]

### *Food and Beverages*

[Food and Beverage rules and procedures]

### *Floorplan*

Figure [#]: VCC Floorplan

## [Venue Control Cell #2]

### *Overview*

Table [#]: [Venue Name] Overview

| **Date and Time** | **Aligned Exercise** | **Aligned Agency** |
| --- | --- | --- |
| [Date/Time] | [Exercise Name] | [All] |

### *Site Access*

[Include site security and site access procedures specific to the control center].

MCC access procedures include: [Insert]

### *Food and Beverages*

[Food and Beverage rules and procedures]

### *Floorplan*

Figure [#]: VCC Floorplan

# Appendix E: Communications Plan

## Controller Directory

| **Name** | **Agency** | **Location** | **Phone** | **Email** |
| --- | --- | --- | --- | --- |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |

## Simulation Cell Directory

| **Name** | **Simulating Agency** | **Phone** | **Email** |
| --- | --- | --- | --- |
| [Name] | [Agency] | [Phone] | [Email] |
| [Name] | [Agency] | [Phone] | [Email] |
| [Name] | [Agency] | [Phone] | [Email] |
| [Name] | [Agency] | [Phone] | [Email] |
| [Name] | [Agency] | [Phone] | [Email] |
| [Name] | [Agency] | [Phone] | [Email] |

## Evaluator Directory

| **Name** | **Agency** | **Location** | **Phone** | **Email** |
| --- | --- | --- | --- | --- |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |
| [Name] | [Agency] | [Location] | [Phone] | [Email] |

**Appendix F: Controller and Evaluator Assignments**

**[Note:** This is a sample list of controller and evaluator assignments. The positions should be modified based on the type and scope of the exercise. For example, if the exercise will not include a Simulation Cell, then a controller does not need to fulfill that function. Both controllers and evaluators may be assigned to a second area if play has been completed in the first.]

| Name | Role | Position | Exercise Venue Name |
| --- | --- | --- | --- |
| [Name] | Controller | Exercise Director | [Insert] |
| [Name] | Controller | Senior Controller | [Insert] |
| [Name] | Controller | Safety Controller | [Insert] |
| [Name] | Evaluator | Lead Evaluator | [Insert] |
| [Name] | Controller | Site safety officer | [Insert] |
| [Name] | Controller | [Function/venue] controller | [Insert] |
| [Name] | Controller | [Function/venue] controller | [Insert] |
| [Name] | Evaluator | [Function/venue] evaluator | [Insert] |
| [Name] | Evaluator | [Function/venue] evaluator | [Insert] |
| [Name] | Controller | Site safety officer | [Insert] |
| [Name] | Controller | [Function/venue] controller | [Insert] |
| [Name] | Controller | [Function/venue] controller | [Insert] |
| [Name] | Evaluator | [Function/venue] evaluator | [Insert] |
| [Name] | Evaluator | [Function/venue] evaluator | [Insert] |
| [Name] | Controller | Lead SimCell controller, Master Scenario Events List (MSEL) manager | [Insert] |
| [Name] | Controller | [Function/organization] simulator | [Insert] |
| [Name] | Controller | [Function/organization] simulator | [Insert] |

# Appendix G: Exercise Site Maps

[Insert map]

Figure F.1: [Map Title]

[Insert map]

Figure F.2: [Map Title]

# Appendix H: Acronyms

| **Acronym** | **Definition** |
| --- | --- |
| ENDEX | End of Exercise |
| MCC | Master Control Cell |
| MSEL | Master Scenario Events List |
| PAUSEX | Pause of Exercise |
| SimCell | Simulation Cell |
| STARTEX | Start of Exercise |
| VCC | Venue Control Cell |

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