# Directions for this Template

* Replace placeholders, indicated by brackets [ ] with information specific to your exercise
* Delete any sections that are not relevant for your exercise
* Font size should not be smaller than 11pt
* To change the photo/graphic/map, select the placeholder and select “Picture Format” tab on the top right-side. Select the Print button Print button icon and select from the file and location your new graphic.
* To print the bi-fold, go to the File tab and select print. For the page range, insert “2-3.” In the paper handling, make sure it’s scale to paper size. For layout, make sure it’s two-sided and short-edge binding. Remember to do a test print, since each printer has different setting.

Rev. 2020 508

HSEEP

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| Communications Plan  | **Position** | **Name, Email, & Phone** | | --- | --- | | Safety Controller | [insert] | | Venue Controller | [insert] | | [(SimCell) Agency] | [insert] | | [(SimCell) Agency] | [insert] | | [(SimCell) Agency] | [insert] | | [(SimCell) Agency] | [insert] | | [Venue] | [insert] | | [Venue] | [insert] | | [Venue] | [insert] | | [Venue] | [insert] | | [Player] | [insert] | | [Player] | [insert] | | [Player] | [insert] | | [Player] | [insert] |  SAFETY [Safety Procedures]:  [Emergency Numbers]:  [Hospital Information]: | [Exercise Name] [Exercise Dates] Insert Agency or Exercise Logo Exercise Schedule  |  |  | | --- | --- | | [Time] | [Comms Check] | | [Time] | [Activity] | | [Time] | [Activity] | | [Time] | [C/E Check-in] | | [Time] | [Activity] | | [Time] | [Activity] | | [Time] | [Activity] | |

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| Exercise Rules [Use this section for general rules that must be followed during conduct:]   * In case of a real emergency, please indicate it with the phrase [“Real Emergency’] * Real-world emergency actions take priority over exercise actions * Arrive on time at your assigned venue * Use your official ID and the [vest] that identifies your function at all times * You are responsible for carrying with you the office supplies that are necessary to fulfill your function * Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff * All communications (including written, radio, telephone, and email will begin and end with the statement [“This is an exercise”] * Exercise players who place phone calls or initiate radio communication with the SIMCELL must identify the organization or individual with whom they wish to speak  | EXERCISE gROUP | IDENTIFICATION cOLOR | | --- | --- | | Director | [White] | | Controllers | [Blue] | | Evaluators | [Red] | | Actors | [Black] | | Support Staff | [Gray] | | Observer/VIP | [Orange] | | Media | [Purple] | | Exercise [Locations/Maps]Placeholder map (world map focused primarily on North America) |