Instructions for 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.

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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 * 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 you understand 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 communications with the SIMCELL must identify the organization or individual with whom they wish to speak  Safety [Safety Procedures]:  [Emergency Numbers]:  [Hospital Information]: | 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] | | [Player] | [insert] |  |  |  | | --- | --- | | EXERCISE Group | IDENTIFICATION Color | | Director | [White] | | Controllers | [Blue] | | Evaluators | [Red] | | Actors | [Black] | | Support Staff | [Gray] | | Observer/VIP | [Orange] | | Media | [Purple] | | [Exercise Name][Date] Placeholder for Agency/Exercise logo Exercise Schedule  |  |  | | --- | --- | | **[Time]** | **[Comms Check]** | | **[Time]** | **[Activity]** | | **[Time]** | **[Activity]** | | **[Time]** | **[C/E Check-in]** | | **[Time]** | **[Activity]** | | **[Time]** | **[Activity]** | | **[Time]** | **[Activity]** | | **[Time]** | **[Activity]** | |  |

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| Roles and Responsibilities **Controllers**   * Observe the event and collect data * Notify the Lead Controller of any information that alters the flow of the exercise * Ensure that medical surveillance of the participants is carried out. * Facilitate the briefing before the beginning of the exercise and Hotwash * Attend the C/E Debrief after the Hotwash * Deliver any notes taken during the exercise to the Lead Controller   **Evaluators**   * Observe the event and collect data * Complete the EEG(s) and deliver them with additional notes to the lead evaluator after the exercise * Participate in briefings/debriefings organized by the controller * Remember that you should not intervene in the game unless: * An issue occurs that threatens the safety of a participant * An action occurs that you did not understand and cannot obtain data otherwise * Notify the Controller of any unforeseen situation * Attend the C/E Debrief after the Hotwash |  | Exercise [Locations/Maps] Placeholder map (world map focused primarily on North America) |