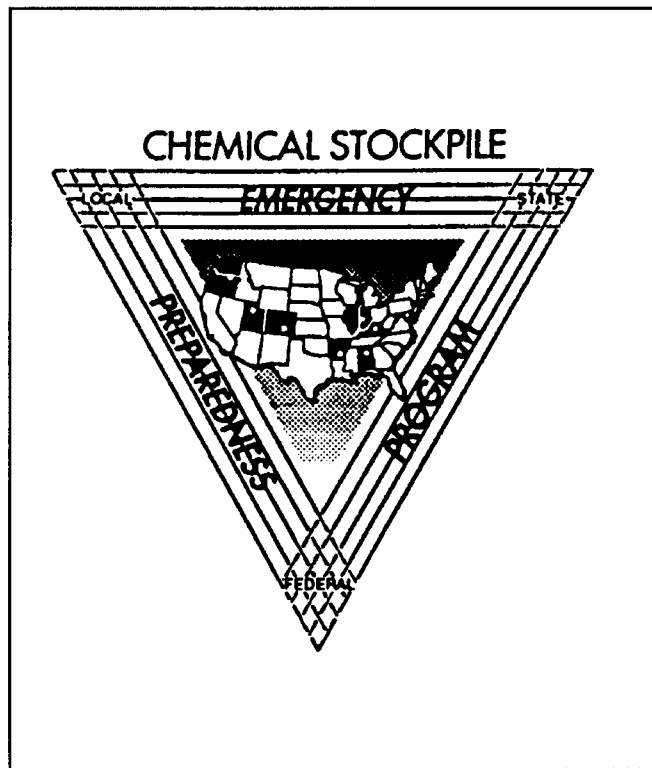


# Chemical Stockpile Emergency Preparedness Program Exercises



May 1, 2003



MAY - 8 2003



Department of the Army  
Federal Emergency Management Agency  
Department of Homeland Security  
Chemical Stockpile Emergency Preparedness Program



JOINT MEMORANDUM FOR THE RECORD

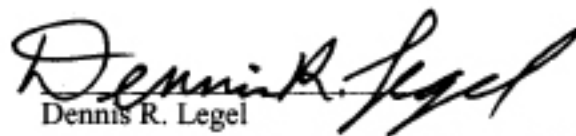
This memorandum revises the "**Exercise Policy and Guidance for the Chemical Stockpile Emergency Preparedness Program**" document, otherwise known as the "**Blue Book**".

This revised "**Blue Book**" establishes current CSEPP Exercise Policy. This policy implements the Integrated Performance Evaluation (IPE) method of observing, analyzing, and reporting annual CSEPP exercises. It was developed with the help of the Exercise IPT.

We encourage the CSEPP Community to continue to improve the Exercise Program by recommending changes. The procedures for submitting recommended changes or improvements are contained in the Blue Book's Introduction.

Changes to the CSEPP policy and guidance will be added through change sheets.

  
W. Craig Conklin  
Director  
Technological Services Division  
Federal Emergency Management Agency  
Department of Homeland Security

  
Dennis R. Legel  
Acting Assistant for Chemical Stockpile Emergency  
Preparedness, Office of the Deputy Assistant  
Secretary of the Army For the Elimination of  
Chemical Weapons  
Department of the Army



**EXERCISE  
POLICY AND GUIDANCE  
FOR THE  
CHEMICAL STOCKPILE EMERGENCY  
PREPAREDNESS PROGRAM**

**May 1, 2003**

**U.S. Department of the Army  
Office of the Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)  
and  
Department of Homeland Security  
Emergency Preparedness and Response Directorate**



# CONTENTS

	<b>Page</b>
LIST OF FIGURES .....	vi
ACRONYMS AND ABBREVIATIONS .....	viii
<b>1. INTRODUCTION .....</b>	<b>1-1</b>
1.1 PURPOSE OF DOCUMENT .....	1-1
1.2 THE CSEPP EXERCISE PROGRAM .....	1-1
<b>2. BACKGROUND .....</b>	<b>2-1</b>
2.1 EXERCISE REQUIREMENT .....	2-1
2.2 CSEPP EXERCISE PROGRAM MANAGEMENT ORGANIZATION .....	2-1
2.2.1 Department of the Army .....	2-1
2.2.2 Department of Homeland Security .....	2-1
2.2.3 States .....	2-2
2.2.4 Recommending Groups .....	2-2
2.3 CSEPP EXERCISE PROGRAM IMPLEMENTING ORGANIZATIONS .....	2-2
2.3.1 The CSEPP Community .....	2-2
2.3.2 State Emergency Management .....	2-2
2.3.3 Installations, Local Jurisdictions and Other Response Organizations .....	2-2
2.3.4 The CSEPP Exercise Planning Team .....	2-3
<b>3. POLICY FOR THE CSEPP EXERCISE PROGRAM .....</b>	<b>3-1</b>
3.1 PURPOSE OF CSEPP EXERCISES .....	3-1
3.2 TYPES OF CSEPP EXERCISES .....	3-1
3.2.1 Federally Managed Exercise .....	3-1
3.2.2 Alternate Year Exercise .....	3-2
3.3 THE EXERCISE PROCESS .....	3-3
3.3.1 General .....	3-3
3.3.2 Planning the Exercise .....	3-3
3.3.3 Demonstration of Emergency Response Plans and Procedures .....	3-4
3.3.4 Conducting the Exercise .....	3-5
3.3.5 Evaluation .....	3-5
3.3.6 Exercise Reports .....	3-6
3.4 EXERCISE SCHEDULE .....	3-6
3.5 PARTICIPANTS IN CSEPP EXERCISES .....	3-7
3.5.1 Exercise Co-Directors .....	3-7
3.5.2 Planning Team .....	3-8
3.5.3 Trusted Agents .....	3-8
3.5.4 Players .....	3-8
3.5.5 Evaluators .....	3-8
3.5.6 Controllers .....	3-9
3.5.7 Special Staff .....	3-9
3.5.8 Mock Media .....	3-10
3.5.9 Observers .....	3-10
3.5.10 Real World Media .....	3-10
<b>4. GUIDANCE ON PLANNING, CONDUCTING, EVALUATING, AND REPORTING EXERCISES .....</b>	<b>4-1</b>
4.1 PHASES OF EXERCISE DEVELOPMENT .....	4-1
4.2 PRE-EXERCISE PHASE ACTIVITIES .....	4-2
4.2.1 Initiate Planning .....	4-2

4.2.2	Determine Resources Needed to Support the Exercise .....	4-2
4.2.3	Develop Evaluation Organization .....	4-3
4.2.4	Develop Extent of Play Agreements .....	4-3
4.2.5	Develop and Review Exercise Scenario.....	4-4
4.2.6	Master Scenario Events List and Implementer Development .....	4-5
4.2.7	Develop the Exercise Plan.....	4-5
4.2.8	Develop Control Organization and Control Staff Instructions.....	4-7
4.2.9	Develop Communication Directories.....	4-7
4.2.10	Develop Plans for Observers.....	4-8
4.2.11	Develop CSEPP Public Affairs Plan For Real World Media Coverage Of Exercises .....	4-8
4.2.12	Arrange Logistics .....	4-8
4.2.13	Prepare and Distribute Exercise Information Packages .....	4-8
4.2.14	Pre-Exercise Orientation and Training.....	4-9
4.2.15	Evaluator and Controller Meetings .....	4-9
4.2.16	Players' Briefing/Site Visit .....	4-9
4.3	EXERCISE PHASE ACTIVITIES .....	4-10
4.3.1	Exercise Control.....	4-10
4.3.2	Evaluator Activities.....	4-11
4.3.3	Observers and Media Activities .....	4-11
4.4	POST-EXERCISE PHASE .....	4-11
4.4.1	Hot Wash.....	4-11
4.4.2	Post Exercise Evaluator Data Review .....	4-11
4.4.4	Co-Directors Team Meeting.....	4-11
4.4.4	Develop Timelines .....	4-12
4.4.4.1	Develop Jurisdictions' Timeline .....	4-12
4.4.4.2	Develop Significant Events Timeline .....	4-12
4.4.5	Exercise Report .....	4-13
4.4.6	Analysis and Report Draft Development .....	4-13
4.4.7	Community Briefing .....	4-13
4.4.8	Final Exercise Report.....	4-14
4.4.9	Track Findings Requiring Corrective Actions .....	4-14
5.	REFERENCES .....	5-1
Appendix A	OUTLINE OF EXERCISE REPORT .....	A-1
Appendix B	CSEPP PUBLIC AFFAIRS PLAN FOR REAL WORLD MEDIA COVERAGE OF EXERCISES.....	B-1
Appendix C	CSEPP RESPONSE OPERATING SYSTEMS AND PERFORMANCE EVALUATION GUIDES .....	C-1
Appendix D	CSEPP EXERCISE EXTENT OF PLAY AGREEMENTS .....	D-1
Appendix E	CSEPP EXERCISE OPTIMAL AVAILABLE EXERCISE DATES .....	E-1
Appendix F	CSEPP EXERCISE PROGRAM GLOSSARY .....	F-1



## ACRONYMS AND ABBREVIATIONS

ACP	Access Control Point
ADP	Automated Data Processing
AYE	Alternate Year Exercise
CAI	Chemical Accident or Incident
CAIRA	Chemical Accident or Incident Response and Assistance
CA	Cooperative Agreement
COR	Contracting Officer's Representative
COSIN	Control Staff Instructions
CMA	Chemical Materials Agency
CSEPP	Chemical Stockpile Emergency Preparedness Program
DHS	Department of Homeland Security
DA	Department of the Army
EIPT	Exercise Integrated Process Team
EPZ	Emergency Planning Zone
EOC	Emergency Operating Center/Emergency Operations Center
ENDEX	The end of the exercise
EXPLAN	Exercise Plan
FAX	Facsimile
FEMA	Federal Emergency Management Agency
FRCA	Finding Requiring Corrective Action
FME	Federally Managed Exercise
IPE	Integrated Process Evaluation
IRF	Initial Response Force
IRZ	Immediate Response Zone
IPT	Integrated Process Team
JIC	Joint Information Center
JIS	Joint Information System
MCE	Maximum Credible Event
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSEL	Master Scenario Events List
NAWAS	National Warning System
ORNL	Oak Ridge National Laboratory
PAD	Protective Action Decision
PAM	Pamphlet
PAO	Public Affairs Officer
PAR	Protective Action Recommendation
PAZ	Protective Action Zone
PEG	Performance Evaluation Guide
PIO	Public Information Officer
PL	Public Law
PZ	Precautionary Zone
ROS	Response Operating System
STARTEX	The start of the exercise
SIMCELL	Simulation Cell
TARS	Tone Alert Radio
TCP	Traffic Control Point
XPA	Extent of Play

*This page not used.*

## **1. INTRODUCTION**

### **1.1 PURPOSE OF DOCUMENT**

This document provides program guidance and supporting information for implementation of the Chemical Stockpile Emergency Preparedness Program (CSEPP) exercise program and applies to both Federally Managed and Alternate Year Exercises. It replaces the exercise program document, *Exercise Policy and Guidance for Chemical Stockpile Emergency Preparedness Program Exercise* (March 1999), known as the "Blue Book." This document includes the following information in appendices: Outline of Exercise Report (Appendix A), CSEPP Exercise Public Affairs Plan (Appendix B), CSEPP Response Operating Systems and Performance Evaluation Guides (Appendix C), CSEPP Extent of Play Agreements (Appendix D) and CSEPP Exercise Optimal Available Exercise Dates (Appendix E).

This document has undergone several iterations, reflecting the evolution of the CSEPP exercise program. Planners and responders are encouraged to submit comments for consideration to any future revisions to CSEPP Exercise and Training Manager, Chemical Materials Agency (CMA), Bldg. E5141, Aberdeen Proving Ground, Maryland 21010-5424 and/or to the CSEPP Exercise Coordinator, Department of Homeland Security Emergency Preparedness and Response Directorate (Federal Emergency Management Agency (FEMA)), 500 C Street SW, Washington, DC 20472.

### **1.2 THE CSEPP EXERCISE PROGRAM**

A federally managed exercise program involving federal, state, and local agencies, and Army installations has been developed as part of the increased emphasis on emergency preparedness under the CSEPP. The CSEPP will result in improved preparedness at the eight U. S. Army installations storing the unitary chemical stockpile and their surrounding civilian communities. For the exercise program, the "CSEPP Community" is defined as the geographic area made up of the installation, state, and the local jurisdictions that could be affected by a chemical accident or incident (CAI) at the installation. Local jurisdictions are counties and cities within the Emergency Planning Zone (EPZ), which encompasses the Immediate Response Zone (IRZ), Protective Action Zone (PAZ), and Precautionary Zone (PZ) or are designated as "host" jurisdictions. Exercises conducted by the Army and FEMA will help program managers evaluate the emergency response plans and capabilities of the CSEPP communities. The eight stockpile locations are Aberdeen Proving Ground in Maryland, Anniston Army Depot in Alabama, Blue Grass Army Depot in Kentucky, Newport Chemical Depot in Indiana, Pine Bluff Arsenal in Arkansas, Pueblo Chemical Depot in Colorado, Deseret Chemical Depot in Utah, and Umatilla Chemical Depot in Oregon.

Under CSEPP, federally managed CSEPP exercises (FMEs) began in 1991. These exercises demonstrate the ability of the communities to respond to a CAI. Representatives from the Department of the Army (DA), FEMA, other federal agencies, state and local governments, the Army installations, and civilian volunteer agencies participate in these exercises.

The purpose of this document is to ensure consistency in planning and conducting the exercises and in evaluating the performance of the emergency responders (often referred to as "players") in exercises. A standard set of Response Operating Systems (ROS) and Performance Evaluation Guides (PEG) are used as the basis for planning and evaluating each exercise. Some location-specific adaptations may be necessary to accommodate the varied response structures.

In addition to satisfying CSEPP exercise criteria, these exercises will satisfy Army regulatory requirements for exercises and the state and local governments' exercise requirements under the FEMA Cooperative Agreement (CA), which funds CSEPP and other emergency management activities.

*This page not used.*

## **2. BACKGROUND**

### **2.1 EXERCISE REQUIREMENT**

The Army has been delegated the President's broad response authority with respect to releases or threatened releases of chemical agent from any facility under the jurisdiction or control of the Secretary of Defense under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Section 104 (42 United States Code). The Department of Defense Authorization Act for 1986 (PL 99-145) directs the chemical demilitarization program to provide maximum protection for the public, installation personnel, and the environment. To achieve this directive, funds have been allocated to improve on-post emergency preparedness and to assist state and local governments in developing their emergency response capabilities.

DA and FEMA signed a memorandum of understanding (MOU) on August 3, 1988 (DA/FEMA 1988), outlining the responsibilities of each organization. On October 8, 1997 (DA/FEMA 1997), DA and FEMA signed a new MOU establishing a framework of cooperation between the two agencies, identifying their respective roles, responsibilities and joint efforts for emergency response preparedness involving the storage and ultimate disposal of the United States stockpile of chemical warfare weapons. In the MOU, DA and FEMA agreed to cooperate "in assessing and improving the effectiveness of federal, state and local response systems and procedures through the design, conduct and evaluation of exercises" (DA/FEMA 1997). Exercises are an important element in evaluating the implementation of the emergency response plans and assessing the adequacy of the plans and procedures, the capabilities of response organizations, the availability of equipment, and the coordination among the response elements. Exercises also identify needed improvements and possible new funding requirements.

The exercise program provides information for FEMA's assessment of the emergency preparedness of communities around the installations and is the basis for FEMA's recommendations to the Army about its effectiveness. The six FEMA regional offices serving the locations at which the chemical stockpile is stored will review the off-post planning as well as the capability to implement those plans. The off-post planning will be reviewed against the guidance and standards contained in *Planning Guidance for the Chemical Stockpile Emergency Preparedness Program* (FEMA 1996), as amended.

### **2.2 CSEPP EXERCISE PROGRAM MANAGEMENT ORGANIZATIONS**

#### **2.2.1 Department of the Army**

The CMA has the Army responsibility for appointing the Army exercise Co-Director who conducts, evaluates, and reports on exercises, and tracks Army exercise Finding Required Corrective Action (FRCA). Each CMA installation/activity commander appoints an exercise planning coordinator who plans the exercise. The DA, jointly with FEMA headquarters representatives, has oversight of the CSEPP exercise program. The lead oversight office for the DA is the Office of the Assistant Secretary of the Army (Installations and Environment) (ASA (I&E)).

#### **2.2.2 Department of Homeland Security**

Under the Department of Homeland Security, FEMA administers the CSEPP off-post, primarily through its offices in the regions containing chemical stockpile storage locations. The regional office CSEP Program Manager appoints the FEMA exercise Co-Director and takes the FEMA lead in planning, conducting, evaluating, reporting, and tracking identified FRCA's in all the CSEPP exercises. FEMA headquarters, jointly with DA representatives, has oversight of the CSEPP exercise program. The lead oversight office for the Department of Homeland Security is the Emergency Preparedness and Response Directorate.

### **2.2.3 States**

The State Emergency Management Directors exert significant influence over the implementation of the program through the CA process. Therefore, they are kept informed of exercise policy recommendations and provide input to the decision making process

### **2.2.4 Recommending Groups**

There are several groups that develop recommendations for the CSEPP Exercise Program. They are the national Exercise Integrated Process Team (EIPT), FEMA/Army Exercise Co-Directors working group, the state Exercise and Training Officers (ETO), and the site specific Integrated Process Teams (IPT). The EIPT membership is drawn from and represents participating counties, states, Army installations, FEMA Regions, and FEMA/Army program managers. It meets on an "as needed" basis to address issues that affect national CSEPP exercise policy.

The Army/FEMA Exercise Co-Directors and ETOs may provide input to the EIPT on developing the exercise program. Site-specific IPTs can make recommendations to the EIPT on exercise program issues at their site through their representative on the EIPT or through other established channels.

The EIPT provides policy recommendations to the national leadership regarding exercise program guidance and standards. Recommendations are coordinated with Director, CSEPP, FEMA CSEPP Branch Chief, and the State Directors before being presented to the national oversight offices for approval.

## **2.3 CSEPP EXERCISE PROGRAM IMPLEMENTING ORGANIZATIONS**

### **2.3.1 The CSEPP Community**

For the exercise program, the “CSEPP Community” is defined as the geographic area made up of the installation, state and local jurisdictions, and other organizations that could be affected by a CAI. Local jurisdictions are counties and cities within the EPZ, which encompasses the IRZ, PAZ, and PZ or are designated as “host” jurisdictions.

### **2.3.2 State Emergency Management**

The State CSEP Program Manager and staff implement the CSEPP by coordinating multi-jurisdictional exercise program activities.

### **2.3.3 Installations, Local Jurisdictions and Other Response Organizations**

The installations, local jurisdictions and other response organizations implement the CSEPP. They have the responsibility for community preparedness through the development of plans and procedures, training, and the acquisition of equipment and resources required for effective emergency response. These capabilities are demonstrated through the exercise process.

### **2.3.4 The CSEPP Exercise Planning Team**

The exercise planning team membership will include the Exercise Co-Directors (FEMA or state and Army), installation representatives, the State CSEPP ETO or other state representatives, emergency management representatives from the CSEPP communities, and representatives from other response agencies (as appropriate). This team plans the CSEPP exercise.

### **3. POLICY FOR THE CSEPP EXERCISE PROGRAM**

This section provides a policy overview of the CSEPP exercise program. More detailed information, which can be used by the exercise planners, is given in Section 4.

#### **3.1 PURPOSE OF CSEPP EXERCISES**

The purpose of CSEPP exercises is to assess the level of preparedness of the CSEPP community to protect the general public, the work force, and the environment from the effects of a chemical agent release at U.S. Army chemical stockpile storage sites. The exercises provide a basis upon which to build and strengthen the response capabilities both on- and off-post. Emergency response is the primary emphasis of each community during a CSEPP exercise.

#### **3.2 TYPES OF CSEPP EXERCISES**

Within the CSEPP Exercise Program, there are two types of exercises. They are the Federally Managed Exercise (FME) and the Alternate Year Exercise (AYE). They are discussed below.

In addition to these federally managed CSEPP exercises, installations and off-post responders may conduct and participate in additional exercises (e.g., tabletops, quarterly Chemical Accident or Incident Response and Assistance (CAIRA) exercises) they consider appropriate. This document may also be useful as an outline for planning, conducting, and evaluating other exercises.

##### **3.2.1 Federally Managed Exercise**

A Federally Managed Exercise is a mandatory federally evaluated readiness assessment of a community's full capabilities to respond to a CAI. The exercise is driven by an Extend of Play Agreement (XPA), a scenario, and related events that allow for realistic participant response. The negotiated XPA for the FME will be developed which ensures that the community, as a whole, will address all applicable CSEPP ROSs and PEGs (See Appendix C).

The community exercise planning team, under the lead of the Army and FEMA Co-Directors, is responsible for exercise planning. The Army and FEMA Co-Directors are responsible for exercise conduct, evaluation and the exercise report.

For FMEs, states and counties may demonstrate emergency response functions for CSEPP exercise credit at other times (e.g., actual events, CAIRA exercises, Radiological Emergency Preparedness (REP) exercises, or other exercises) in accordance with established FEMA policy and as approved by the FEMA Exercise Co-Director. This will be documented in the annual CSEPP Exercise Report.

A FME provides a comprehensive evaluation of a community's emergency response system. The FME involves mobilization of emergency service and response agencies, activation of communications centers and emergency facilities such as Emergency Operating Center(s)/Emergency Operations Center(s) (EOC) and command posts, and field play. Each jurisdiction's XPA will reflect their involvement in the exercise scenario. Thus, each jurisdiction will demonstrate for evaluation all actions required to support the scenario in accordance with plans, procedures, and the negotiated XPA. The exercise will be conducted for a minimum of 4.5 hours and will continue until all participating organizations have had an opportunity to demonstrate appropriate actions.

##### **3.2.2 Alternate Year Exercise**

All CSEPP jurisdictions should participate in the AYE. An AYE is to be used by a community to:

- Train

- Evaluate Emergency Operation Plans (EOPs)/Standard Operating Procedures (SOPs)
- Evaluate procedures for new equipment or resources
- Validate corrections to outstanding Findings Requiring Corrective Action (FRCAs)
- Address other issues

Army installations will exercise their full emergency response capability every year. Scheduling will be conducted to accommodate the Army's Initial Response Force Exercise (IRFX) cycle. The CSEPP AYE report will satisfy IRFX reporting requirements.

A community may request varying levels of federal support and/or management for their AYE, as determined by the community exercise planning team. Depending upon the level of federal support requested, either the State or a FEMA region representative will be designated the off-post Exercise Co-Director.

The exercise support contract is a federal contract, which requires federal oversight. For both the FME and AYE, contractor support needs are determined by, and coordinated between the exercise Co-Directors. The FEMA region representative on the exercise planning team is responsible for forwarding the request for support to FEMA HQ. FEMA HQ will issue an Exercise Support Task Order. The FEMA HQ Contracting Officer's Representative (COR) has delegated oversight, tasking responsibilities, and control over contractor activities for that exercise to the federal Co-Directors, or the Army Co-Director and federal off-post manager for an AYE with a State Co-Director, within the bounds of the task order.

The level of support desired must be identified no later than March of the preceding fiscal year. The community members will prepare a budget to support the respective community's components of the AYE. As some of the funds that would have been used for a full federal exercise may be used to fund the AYE, and in order to avoid duplication of effort, the exercise planning team should consider the following:

- Who will supply Automated Data Processing (ADP) equipment, meeting rooms, copying machines, and communication equipment, including telephones, facsimile (FAX) machines, etc., at the exercise site
- What exercise documents (e.g., Exercise Plan (EXPLAN), Control Staff Instructions (COSIN), communication directories, exercise reports, various exercise forms) are required for the exercise and who will produce and distribute them
- Work with the Army to determine off-post requirements in the Simulation Cell (SIMCELL), coordination requirements, and to provide personnel for the SIMCELL

Authorized AYE expenses include:

- Printing, postage, telephone calls, transportation requirements in addition to those normally budgeted for in the exercise annual budget
- Travel funds for exercise planning and execution
- Per diem for exercise evaluators/controllers for the exercise

Expenses not authorized include:

- Separate exercise support contracts
- Expenses for visitors and observers
- Overtime for state/county personnel
- Each CSEPP state/county has authorized CSEPP personnel and it is envisioned that they will do the bulk of the planning and execution work not tasked to the FEMA exercise support contractor. Reimbursement for volunteers is limited to meals and transportation costs and does not cover salaries and benefits.
- The State representative, if designated the off-post Co-Director, will work with the FEMA region to coordinate support such as contractor tasking, recruiting evaluators, and logistics



- Community budget requests must be submitted no later than the deadline set for Cooperative Agreement (CA) budget submissions for the fiscal year
- The community exercise planning team, under the lead of the Co-Directors, will plan the exercise
- The Co-Directors are responsible for exercise conduct, evaluation and the exercise report
- The Army installation will integrate Army exercise requirements as described in AR 50-6
- The exercise will be conducted for a minimum of 4.5 hours and will continue until all participating organizations have had an opportunity to demonstrate appropriate actions

### **3.3 THE EXERCISE PROCESS**

#### **3.3.1 General**

The CSEPP exercises are conducted on a biennial cycle. During one year of the cycle, each CSEPP Community will participate in a FME with Army and FEMA Co-Directors. In the other year, the CSEPP exercise is designated an AYE. The AYE may be managed by the Army and State as Co-Directors, or by the Army and FEMA Co-Directors as negotiated. The provision of the AYE in alternating years is intended to give communities an opportunity to use the resources of the CSEPP exercise program to design and conduct their own exercises to meet their own special needs. Exercise planning teams should plan ahead for AYE's by determining as early as possible when they prefer a locally run exercise (state representative as off-post Co-Director) so that the exercise resources needed can be included in the state's CSEPP budget (See Section 3.2.2 for federal support for an AYE). For a State/Army AYE, FEMA will support the State by coordinating federal support as requested. The FMEs will not be separated by more than one AYE.

#### **3.3.2 Planning the Exercise**

The Exercise Co-Directors, with the planning team, plan the exercise. Exercise planning teams will include representatives from all participating jurisdictions and organizations for each exercise. As previously noted, the team will be co-chaired by Army and FEMA representatives for FMEs or Army and State representatives for locally managed AYE's. The team will provide the necessary expertise on local plans and procedures to ensure the exercise is properly designed to meet the needs of the jurisdictions and the goals of the program.

An example of a planning timeline is furnished in Figure 4.1. Army exercise planners should also refer to their separately published exercise planning guides "Roles and Duties of the Exercise Planning Coordinator."

Since AYE's are intended to allow maximum flexibility for design and control of exercises, the following requirements should be used as guides when planning an AYE.

The FME involves the entire CSEPP community. Each jurisdiction's participation is based on the premise that the CSEPP community demonstrates all applicable emergency response plans and procedures. The planning team should identify scenario parameters that will be realistic, and that will cause the community to demonstrate the full range of emergency functions as reflected in the ROSs. For all exercises, the Exercise Co-Directors will ensure that the initiating event is within the planning base of the Maximum Credible Events (MCEs) for the installation and that full scenario development drives off-post response.

During the planning phase, the exercise planning team will develop a significant events list outlining anticipated response actions. The significant events list will be developed in chronological order but specific times will not be assigned to the events. Significant events include as a minimum:

- Initial Report of the CAI
- Classification of the CAI
- Hazard Analysis
- On-Post Protective Action Decision(s) (PAD)

- Communication of Off-Post Protective Action Recommendation(s) (PAR)
- Alert and Notification On-Post
  - Sirens
  - Tone Alert Radio(s) (TAR)
  - Route Alerting
  - National Warning System (NAWAS)
- Alert and Notification Off-Post
  - Sirens
  - TARs
  - Route Alerting
  - Emergency Alert System (EAS) messages
  - NAWAS
- Off-Post PADs
- Notifications of CAI
- Joint Information Center (JIC) Activation/Operational
- Meet the Press
- Declarations of Emergency
- Traffic Control Point (TCP)/Access Control Point (ACP) Establishment
- Decontamination Stations
- Reception Center and Shelter Establishment

A proactive public information plan for dealing with real world media coverage of the exercise will be developed in connection with CSEPP exercises. A sample CSEPP Public Affairs Plan for Real World Media Coverage of an Exercise is included as Appendix B to this document.

### **3.3.3 Demonstration of Emergency Response Plans and Procedures**

The CSEPP community will be required to demonstrate all applicable emergency response plans and procedures during the FME. This requirement applies to the community as a whole, not to individual jurisdictions. However, each jurisdiction will demonstrate for evaluation all actions in order to support the scenario.

The AYEs afford greater flexibility in exercising the training aspects of responders by the off-post CSEPP communities. The AYE enables the community to incorporate local innovations or exercise design features targeted to their needs.

Standard ROSs and PEGs are used in planning for and evaluating each CSEPP FME. A series of tasks, or PEGs, has been prepared for each ROS to aid the evaluator in preparing to collect the data needed to determine if each response function was successfully demonstrated in an exercise. The Evaluator should observe the activities and not use the PEGs as a checklist during the exercise. The PEGs are to be used before and after the exercise to assist in the evaluation and analysis of the community response. The ROSs and PEGs are provided in Appendix C.

### **3.3.4 Conducting the Exercise**

The Exercise Co-Directors are responsible for the conduct of an exercise. The Exercise Co-Directors have a control organization that is responsible to them for executing the exercise. Controllers assist in executing exercise control for specific activities or at particular locations, for example in the SIMCELL or the field. The Exercise Co-Directors are responsible for terminating the exercise. They may not end an exercise unless the community has had a reasonable opportunity to demonstrate its emergency response capabilities and after 4.5 hours of community play has elapsed. They may permit exercise play to continue beyond the planned time frame to allow participants the opportunity to gain additional experience or training. Any

participant will suspend exercise play for a real world emergency or if safety is being compromised. This action will be immediately reported to the Exercise Co-Directors through an evaluator/controller.

### 3.3.5 Evaluation

All CSEPP exercises will be evaluated. The Army Co-Director coordinates the evaluation of the Army response elements and the FEMA (or off-post) Co-Director coordinates the evaluation of off-post response elements. The Army and FEMA Co-Directors will jointly manage the evaluation of the overall community response. The Army may provide evaluators for off-post activities in which they have expertise. Other federal, state and local agencies may also provide evaluators for activities on-post or off-post where they have the needed expertise.

During exercise play, evaluators observe player actions and collect data required to conduct the analysis of the jurisdiction's/community's performance. The exercise evaluation and development of the exercise report consists of analysis from the evaluators who observed the exercise play, and may include player self-assessment. Development of accurate, useful information requires cooperation and candor between the evaluators, controllers and players. This evaluation involves comparing performance against the criteria in *Army Regulation 50-6 (Chemical Surety)*, *DA Pamphlet 50-6 (CAIRA Operations)*, applicable Code of Federal Regulations, the jurisdictions' response plans and procedures, the current *CSEPP Planning Guidance*, and good response practices, using the exercise ROSs and PEGs as a guide. After the exercise, evaluation teams and controllers will meet in a series of meetings to determine what actually happened during the exercise and conduct an analysis.

As part of the evaluation process, the Exercise Co-Directors will, based on evaluator and player input, determine whether the functions included within each ROS were successfully demonstrated. The Exercise Co-Directors will use the evaluators' analyses to determine strengths and those areas needing improvement (see section 4.2.4). The following classifications are used:

- **Observation:** Emergency responses and actions, that in the judgment of the evaluator could be improved and/or actions that clearly exceed applicable written requirements or, in the judgment of the evaluator, display unusual initiative or commendable performance
- **Finding Requiring Corrective Action:** Emergency responses and actions that deviate from applicable laws, regulations, policies, other written requirements, standards of care and practices, or that directly affect public health and safety. Deviation from applicable laws, regulations, policies, standards, plans, or other written requirements does not always mean that the emergency response or action is "inappropriate" or significant. The response or action may be appropriate and the requirement may be inconsistent, obsolete, etc. In this case, a FRCA is not written. However, a recommendation, prepared by the appropriate Co-Director, will be forwarded to the appropriate agency/organization requesting the issue be resolved. The Exercise Co-Directors determine if a deviation from requirements is significant enough to be reported as a FRCA.

### 3.3.6 Exercise Reports

The results of the evaluation of each CSEPP exercise will be detailed in an exercise report. The format for the exercise report is described in Appendix A.

Exercise reports provide timely feedback that enables continued improvement of emergency preparedness at the state and local levels and by the Army installation. The Exercise Co-Directors will manage the preparation of a formal report covering the entire community response. The report will be organized by the ROSs. The final report will also include corrective action plans, prepared by each jurisdiction and agreed to by the Exercise Co-Directors, for the FRCAs. A jurisdiction's failure to submit a corrective action plan will be noted in the report. Observations do not require the development of corrective action plans.

For AYE, the Co-Directors are responsible for exercise evaluation and the exercise report. Reporting requirements (e.g., format, time constraints) for AYE are the same as FMEs.

A draft report documenting the response, identifying FRCAs and Observations, and providing recommendations for corrective actions should be given to the jurisdictions within 7 calendar days after the exercise. Draft reports will not be released to the general public because they may contain unresolved issues. They are considered working documents and will be held in strict confidence by participating organizations. Comments or concurrence to the draft report are due 45 calendar days after the exercise; otherwise, the jurisdiction will be assumed to have agreed with the draft report.

Corrective action plans addressing the FRCAs are due 45 calendar days after the exercise. The corrective action plans will address all FRCAs identified during exercise play and be coordinated with the appropriate exercise Co-Director. See Appendix A, Fig. A-1 for the corrective action plan format. If a jurisdiction does not agree with a FRCA or recommendation for the correction of the FRCA, the corrective action plan will include comments on the non-concurrence. The Exercise Co-Directors will work with the jurisdiction to resolve differences and develop acceptable corrective actions. The off-post jurisdictions should submit their corrective action plans through their state office.

The final report will be issued 60 calendar days after the exercise. The final report will include the final corrective action plans as an appendix to the report. The Exercise Co-Directors are responsible for the timely conduct of reviews and will track the progress of corrective actions.

### **3.4 EXERCISE SCHEDULE**

The exercise schedule maintains the requirement that all CSEPP jurisdictions exercise annually. Under this concept, a FME, which demonstrates a community's full capability, will be scheduled every other year. During the AYE, the scope of the exercise may range from a community managed and evaluated exercise to a federally managed and evaluated exercise, as negotiated by the community exercise planning team. Therefore, this concept allows a community to choose, during the alternate year, an exercise tailored to their needs or a negotiated FME. The required FME will be scheduled for four of the eight CSEPP communities per fiscal year, while the other communities are scheduled for AYE.

The exercise planning team will identify the desired exercise date(s) for their exercises two years in advance and submit their requested exercise date(s) to the EIPT for development of an overall exercise schedule. The availability of key players or their designated alternates, state and local activities, other exercises, audits, inspections, and reviews scheduled at the installations, and other local, state, and FEMA regional exercises must be factored into the scheduling. Some exercises may be held after normal working hours or on weekends to accommodate volunteer emergency response organizations.

The communities scheduled for FMEs are indicated below. A schedule of actual exercise dates for a two-year period will be published annually. The schedule will be developed using the rules described below. The schedule will be published over the signatures of the FEMA HQ and Army exercise coordinators.

**This is the FME schedule:**

#### **FY 03, 05, 07 and 09:**

**Blue Grass, KY; Pueblo, CO; APG, MD; and Umatilla, OR/WA**

#### **FY 04, 06, 08 and 10**

**Pine Bluff, AR; Anniston, AL; Newport, IN/IL; and Deseret, UT**

Scheduling rules:

1. A calendar of available exercise dates for FY 03 through FY 10 is provided in Appendix E.
2. In each year, the FME have priority in scheduling.
3. Dates for the AYE will be scheduled so as not to conflict with the required FMEs.
4. There will be a minimum of three weeks between exercises.
5. Avoid scheduling the exercise or on-site evaluation process the week prior to the end of or two weeks after the beginning of the Fiscal Year, or during the week of a federal holiday.
6. Communities will identify a primary and two alternate dates for their exercises to the EIPT. The EIPT will develop and recommend a schedule to the Army and FEMA exercise managers for approval. Dates are due by March 1, two years prior to the exercise (e.g., March 1, 2002 for fiscal year 2004).
7. If a schedule cannot be established using dates provided by the community, the EIPT will recommend a schedule to the Army (CMA) and FEMA (Headquarters) exercise managers, who are responsible for making the final decision.
8. If dates are not provided by March 1, exercise dates will be assigned by the EIPT for approval by the Army and FEMA exercise managers.
9. If an exercise schedule cannot be agreed upon, the Army and FEMA exercise managers will present options to the FEMA and Army Program Managers for resolution.
10. An exercise schedule will be developed and published each year.

### **3.5 PARTICIPANTS IN CSEPP EXERCISES**

CSEPP exercises involve a large number of people in a variety of roles. In this document, the term “participants” is used to identify all people involved in CSEPP exercises, regardless of their roles. Specific groups and their roles and responsibilities are discussed in Sections 3.5.1 through 3.5.10.

#### **3.5.1 Exercise Co-Directors**

For the FME, the Exercise Co-Directors from the Army and the FEMA region chair the exercise planning team and have final decision making authority regarding the exercise. They are responsible for the planning, conduct, evaluation, and reporting of the exercise. Contractor support is available to assist them. For an AYE, the state/states will select an exercise Co-Director for off-post play. In the alternate year, if a FME is not requested, the state selected Co-Director will make requests of the contractor through the FEMA region member on the exercise planning team (see Section 3.2.2).

#### **3.5.2 Planning Team**

The planning team is responsible for planning each CSEPP exercise. The members of the planning team will include, but not be limited to, the Exercise Co-Directors; an installation representative appointed by the Installation Commander; the State CSEPP ETO or other state representative; emergency management representatives and/or CSEPP planners from the affected jurisdictions and agencies. The participation of state, local, and installation representatives in the planning process is vital to the successful conduct and evaluation of the exercise. Planning team members should be knowledgeable about the entities they represent, their plans, procedures, etc. They should ensure that the Master Scenario Events List (MSEL) and implementers accurately reflect their jurisdiction's plans, procedures, and represent a realistic situation in a CAI. Planning team representatives should have the authority to make decisions and to commit personnel and resources. Additional planners will be added as needed. Planning work groups may be appointed to work on specific aspects of the exercise. Planning team meetings, except those dealing with the exercise scenario, are open to those who wish to attend.

#### **3.5.3 Trusted Agents**

Trusted agents are representatives of federal, state and local organizations who support exercise planning, development and execution and are privy to the scenario. Trusted agents should be knowledgeable in the emergency response plans of their respective organizations. They provide crucial input during development of the XPA and in reviews of the EXPLAN, exercise scenario, simulations and assumptions, MSEL and implementers. If possible, trusted agents should not participate as players in the exercise and it is strongly recommended that the trusted agent not be a key player. However, if absolutely necessary, a county coordinator or emergency manager may act as a trusted agent.

#### **3.5.4 Players**

Players respond to simulated events. They are expected to be familiar with their organizations' plans and procedures and respond in a realistic manner, as driven by the scenario. Specific exceptions to the organizations' plans and procedures are agreed to in the XPA. They must understand which organizations are participating in the exercise and understand how to use exercise communications directories. During the exercise, players demonstrate their proficiency in accomplishing tasks and responsibilities defined in their organization's applicable plans and procedures and CSEPP standards, using their current response capabilities.

#### **3.5.5 Evaluators**

Evaluators observe, record, and report information on the actions performed by players at the locations to which they are assigned. Evaluators will not interfere with the players or answer questions, remind or prompt players concerning actions or requirements, or criticize players either before or during the exercise. To ensure that information is collected accurately, evaluators interview participants and solicit their comments, questions, and suggestions at the conclusion of, or during lulls in, exercise activity.

A specially trained cadre of CSEPP evaluators, knowledgeable in specific response functions, will be drawn from the Army, FEMA, other federal agencies, appropriate state and local agencies, and/or contractors. Evaluators will attend pre-exercise training and orientation sessions. Prior to the exercise, evaluators should be provided and become familiar with:

- the player organization's applicable plans, procedures and response capabilities
- the planning guidance
- the exercise scenario, EXPLAN, COSIN, and MSEL
- the exercise ROSs and PEGs
- the exercise evaluation and control organization.

At the direction of the Exercise Co-Directors, an evaluator may also serve as a controller. However, Co-Directors should insure that sufficient controllers are assigned so that evaluators are not diverted from duties due to added controller responsibilities.

As part of work plan negotiations, CSEPP funded employees should be encouraged to be trained and participate as an evaluator in other sites' CSEPP exercises. The federal Exercise Co-Directors will coordinate travel funding for members of the evaluation team.

#### **3.5.6 Controllers**

Controllers are used by the Co-Directors to initiate and oversee exercise play. They depict the accident scenario or its simulated consequences to the players as realistically as possible. CSEPP controllers should:

- be knowledgeable of the exercise scenario, the EXPLAN, the COSIN and the appropriate implementers

- attend appropriate pre-exercise controller training and orientation sessions
- be familiar with the exercise control organization; the specific procedures, functions, and responsibilities of the designated controller position; the exercise player and controller rosters; and the exercise communications directories.

Controllers have a specific responsibility for safety at their exercise locations. Players may question controllers concerning exercise management/conduct issues. This may include clarifying simulations and understanding exercise materials. Controllers may be drawn from the exercise planning team; FEMA, Army and contractor personnel; and personnel from installations, states, and communities around other installations.

A SIMCELL is part of the control organization. These controllers are knowledgeable about the response capabilities and activities of organizations or individuals (e.g., the governor of a state, businesses in the area, FEMA headquarters, or media), and respond to telephone calls from players and inject implementing messages. Members of the "Mock Media" serve as Controllers acting in the role of real world media (see Section 3.5.8).

At the conclusion of the exercise, selected controllers will join the appropriate evaluation team. They will assist in the analysis process by conveying players' responses to the implementers. They may assist in the development of the written report for that jurisdiction.

As part of work plan negotiations, CSEPP funded employees should be encouraged to be trained and participate as a controller in other sites' CSEPP exercises. The federal Exercise Co-Directors will coordinate travel funding for controllers.

### **3.5.7 Special Staff**

Special staff personnel are those persons supporting, and under the management of, the Exercise Co-Directors. The special staff includes, but is not limited to, personnel assisting with administration, briefings, communications support, automated data processing support, logistics, audio-visual support, site set-up, public affairs/information, and protocol. Special staff personnel are essential to the success of an exercise, but they are neither controllers nor evaluators. They usually have no interaction with players.

### **3.5.8 Mock Media**

The Mock Media work for the Exercise Co-Directors. Mock Media are controllers acting the role of real world media. In this role, as part of the exercise control staff, the public affairs representatives role-play reporters (for simulation purposes only) from local and national television networks, radio stations, newspapers, and magazines. These simulated media representatives interact with player organizations only during the exercise itself. Mock Media will not interact with the real world media and must not "play" when in the presence of real world media. Controllers may be assigned to the SIMCELL to make exercise inputs to the participating communities and interface with the Mock Media (see Section 3.5.6 on the role of "controllers").

### **3.5.9 Observers**

Generally, observers fall into one of two categories. First, there are those persons from other jurisdictions who observe responder actions as a means of improving their own organization's response plans and capabilities. Normally this type of observer will stay at one location to gain insight into selected aspects of emergency response. Second, there are those persons who have an interest in the overall CSEPP. These observers will visit multiple locations with an assigned guide or escort. An itinerary will be developed and coordinated by the Co-Directors with all impacted organizations.

Exercise observers' attendance is requested through the Exercise Co-Directors, who coordinate the observer's presence with the jurisdiction(s). Observers will not play in the exercise and may pose questions only to their designated point of contact. Observers are "invisible" to players.

### **3.5.10 Real World Media**

Real world news media may attend the exercise. Invitations to and arrangements for real world media should be made before the exercise. An appropriate itinerary with knowledgeable escorts should be planned for media representatives. The group will be considered "invisible" for exercise play purposes. The Mock Media will not interact with the real world media during the exercise. As part of the real world media plan, the media may be provided an opportunity to meet with "key" personnel at the exercise locations. This should be designed to insure that there is minimal impact to the conduct to the exercise. See Appendix B for details pertaining to real world media coverage of exercises.



#### 4. GUIDANCE ON PLANNING, CONDUCTING, EVALUATING, AND REPORTING EXERCISES

The following information should be considered in developing the exercises. Each exercise location is unique and requires some flexibility in the exercise process. The process and planning steps required for both the FME and AYE are very similar. A suggested schedule giving approximate times for activities in the exercise process, is included to assist the planning team.

X Days Before/After Exercise	Activity
1 Mar -730	Establish exercise date.
1 May of the previous FY	Develop the contractor tasking form and submit to FEMA.
-330	Hold initial meeting of exercise planning team. Initiate logistical arrangements.
-310	Propose on-post and off-post XPAs.
-270	Finalize XPAs. Develop evaluator and controller organizations.
-210	Complete draft scenario. Initiate development of public affairs plan, MSEL and Significant Events Timeline. Recruit evaluators and controllers.
-180	In-progress review of exercise planning.
-150	Finalize MSEL and begin implementer development.
-90	In-progress review of exercise planning, MSEL and implementers.
-60	Complete implementer revisions. Train Evaluators (if needed). Finalize logistical arrangements.
-30	Complete and distribute EXPLAN. Distribute evaluator packages.
-15	Complete scenario and COSIN. Develop schedule for exercise week.
-1-5	Meet with controllers and evaluators at the exercise location to finalize assignments, provide additional training, and give instructions. Conduct pre-exercise player briefings.
Exercise Day(s)	Conduct exercise. Conduct hot washes.
+ 0-7	Exercise report preparation.
+ 7	Draft exercise report distribution and briefing.
+ 45	Comments on draft report and corrective action plan sent to Exercise Co-Directors.
+ 60	Final report completed and sent to jurisdictions.

**Fig. 4-1. Suggested schedule of exercise activities for Chemical Stockpile Emergency Preparedness Program Exercises.**

#### 4.1 PHASES OF EXERCISE DEVELOPMENT

A number of activities must take place during the planning, conduct, evaluation, and reporting of CSEPP exercises. These activities have been grouped into phases:

- **Pre-exercise phase.** Planning and preparation activities that take place before the arrival of exercise participants at the exercise location.
- **Exercise phase.** Activities at the exercise location, from arrival of the exercise participants through the conclusion of the exercise.
- **Post-exercise phase.** Activities after the conclusion of the exercise, including post-exercise meetings at the exercise location, through completion and distribution of the final report.

## **4.2 PRE-EXERCISE PHASE ACTIVITIES**

### **4.2.1 Initiate Planning**

The exercise process for a specific CSEPP exercise begins with the first meeting of the exercise planning team. The Exercise Co-Directors convene the exercise planning team meetings. The team has preliminary discussions on which organizations will participate, possible activities to be incorporated into the exercise, and the constraints to any organization's participation. Before the MSEL is developed, the Exercise Co-Directors, State CSEPP ETO, local CSEPP coordinator/trusted agent and exercise support contractor should meet with each jurisdiction to discuss capabilities, response plans, and local considerations as related to the overall exercise scenario. This is intended to ensure that the implementers fit the scenario and reflect how the jurisdiction(s) would actually respond.

### **4.2.2 Determine Resources Needed to Support the Exercise**

The Exercise Co-Directors are responsible for identifying the resources required for all phases of the exercise. When the date(s) of the exercise and the XPA for participating jurisdictions are established, the Exercise Co-Directors will define their requirements for personnel, equipment, and facilities. These requirements are relayed to their organizations, which will arrange for the identified resources to be provided by either the exercise support contractor or by appropriate government agencies or military commands. The Army Co-Director will coordinate with the installation and make arrangements for Army resource support. The FEMA Co-Director will coordinate with the FEMA headquarters CSEPP exercise coordinator to confirm contractor, FEMA, and other government agency resource support.

To initiate contractor support for the exercise, the Co-Directors will jointly prepare the "CSEPP Exercise Co-Director Tasking Form" and submit it by 1 May through the FEMA headquarters CSEPP exercise coordinator. See section 3.2.2 for additional information regarding contractor support.

The essential resources required to conduct and support a CSEPP exercise include personnel (evaluators, controllers, and special staff); office equipment (computers, printers, copiers, and FAX machines); communications (telephones and radios); reference library; exercise documentation; and facilities (exercise control headquarters, meeting rooms, and administrative space).

Exercise Co-Directors should also submit their requirements for Mock Media, moulage, and medical evaluators in sufficient time so that those assets can be arranged.

The following considerations are important when arranging exercise support:

- Sufficient time must be allocated and budgeted to permit evaluators and controllers to participate in pre-exercise orientation and training sessions at the exercise location
- It is particularly important that key evaluators be permitted to remain at the exercise location after the exercise in order to complete their written evaluation reports to the satisfaction of the Exercise

Co-Directors. (FEMA employees should review FEMA overtime/compensatory time off policy, published separately)

- Special staff personnel must include public affairs/information specialists to assist the Exercise Co-Directors in dealing with the real world media before, during, and after the exercise
- Installations must be provided, at an agreed upon time before the exercise, a list of on-post participants giving name, security information, and requirements for access to limited/exclusion area
- Computer resources must include software packages that will facilitate production of pre-exercise orientation materials, during-exercise scenario tracking, and post-exercise report preparation
- Telephones, radios, and other communications, to be used in support of the exercise must be installed or available in sufficient time to be thoroughly tested before the exercise and arrangements should be made to retain telephone and FAX capability at the exercise location for as long as necessary (a minimum of 2 days) after the end of the exercise
- Exercise facilities should be conveniently located, safe and readily accessible to all exercise participants

#### **4.2.3 Develop Evaluation Organization**

The Exercise Co-Directors develop the evaluation organization for each exercise. The exercise response is evaluated as an integrated, cohesive effort.

The Exercise Co-Directors, using the local plans, procedures and agreements (MOUs/Memorandum of Agreements(s) (MOAs)), XPAs and scenario as a basis, identify the locations and functions to be evaluated. They then determine the number of evaluators and the expertise needed. Evaluators should be recruited nine (9) months prior to the exercise.

Evaluators will be assigned to jurisdictional teams and are responsible for completing all required forms and documents. Jurisdictional team leaders coordinate their evaluators' data collection and analysis. Select evaluators will join Community ROS Teams to participate in the Community analysis and report development process.

#### **4.2.4 Develop Extent of Play Agreements**

The XPA is a contract between the exercise participants and the exercise Co-Directors. The XPAs are the basis by which communities conduct meaningful exercises. An XPA provides exercise planners a basic structure from which to develop those exercises. The XPA includes elements that lead to scenario development, scope of the exercise, scheduling, impact of real world events, and simulation requirements. The XPA begins with the assumption that the community will fully respond according to their plans and will describe any deviations, such as simulations, out of sequence play, or non-participating organizations. Simulations should be minimal. Jurisdictions may not simulate non-existing capabilities.

Individual organizations do not sign the jurisdiction's XPA but provide essential input to it through individual agreements executed with the jurisdiction's emergency management director (or designee). Individual or group agreements identify the agency, capabilities to be demonstrated in the exercise, a point of contact, etc. to be included in the jurisdiction's XPA. The agreement development process is tasked to the Emergency Management Director, CSEPP manager, coordinator, or training officer who combines the individual or group agreements into the jurisdiction XPA. The individual accomplishing this task should be a member of the exercise planning team, but need not be a trusted agent.

The XPA will be organized by ROS, indicating where and by whom activities within those ROSs will be demonstrated. For FMEs, the community will demonstrate all ROSs. The level of detail provided in the XPA should be sufficient to support exercise design and evaluation.

Since the XPA is essential to the development of the scenario, simulation requirements and the exercise evaluation plan, the agreements must be complete in the early stage of exercise planning. Specifically, a draft XPA should be completed by approximately 270 days prior to the exercise and signed no later than 150 days prior to the exercise.

The Co-Directors will assemble a comprehensive, integrated, community XPA. The purpose for developing and utilizing a comprehensive community XPA is to assist exercise designers in providing exercise play that, to the highest degree possible, allows jurisdictions to respond as they would to a real event. In doing so, opportunities may be provided to exercise both new and established capabilities. Those opportunities may also include exercising mutual aid agreements between jurisdictions and agencies that have been developed but have not been formalized and/or exercised.

Detailed instructions and templates are provided in Appendix D and should be used for preparing the XPAs.

#### **4.2.5 Develop and Review Exercise Scenario**

The exercise scenario includes the initiating event and the other key events that provide the framework for the exercise response to take place. The exercise planning team has the primary responsibility for the development of the scenario. Any sensitivities that the installation or surrounding communities may have regarding the contamination of certain areas, particular initiating events, or other restrictions should be discussed before the scenario is developed.

The initiating event and meteorological conditions chosen for the scenario must be within the CSEPP planning base to allow demonstration of the emergency response by the community. The requirement for a potential off-post impact may force the choice of some low-probability, high-impact event sequences.

The scenario should include the following:

- Pre-STARTEX Scenario Description: Describes the location, operation, crew composition, equipment, Work Plan and Work Plan MCE Plume Projection
- Meteorological Data
- Initiating event
- Victims
- Diagram of CAI scene
- Initial Hazard Assessment
- Ground Truth Hazard Assessment

#### **4.2.6 Master Scenario Events List and Implementer Development**

The MSEL is a detailed sequence of scenario events and expected actions, listed chronologically and identified by ROS, of how the exercise designers anticipate the community will respond. A MSEL is based on the community's plans and the XPAs. Simulations are documented in the MSEL.

Implementers, based on the MSEL, are written descriptions of controller actions used to stimulate player actions or introduce simulations. Implementers describe play-acting, moulage and symptom cards, messages (verbal, written, telephonic), news reports, memoranda, letters, weather, props, etc. The information on the implementer includes the responsible controller, inject means, the actual message, controller notes (e.g., "inject only after JIC is activated"), anticipated player response, and an area for evaluator/controller notes, including the actual inject time and the recipient's response. The implementer forms should be clearly marked "EXERCISE... EXERCISE...EXERCISE" and "EVALUATOR/CONTROLLER EYES ONLY." Each entry, at a minimum, contains the following: the event number, time, from whom (e.g., media, citizen), to whom (e.g., State EOC, installation operator), ROS, and a summary (e.g., "The *New York Times* questions the JIC about the incident").

The Exercise Co-Directors, through the support contractor, are responsible for the development of the MSEL and implementer documents. The Exercise Planning Team may provide input into the development of the MSEL and the implementers.

#### 4.2.7 Develop the Exercise Plan

The EXPLAN provides an overview and plan for the exercise. It is distributed to participants and includes the purpose of the exercise, a list of ROSs and PEGs, and a list of participating jurisdictions, as well as administrative and logistical information for the exercise.

Each EXPLAN is structured to a specific exercise. It may contain descriptive sections and supporting annexes or appendices as needed. EXPLANs for AYEs may be abbreviated to reflect the needs of the exercise. The EXPLAN may contain the following information:

- **Introduction.** This section summarizes what CSEPP exercises have been held at the location, how this exercise fits into the overall exercise program, and the purpose of the EXPLAN.
- **Exercise Information.** This section gives the name, type of exercise, date, hours of play, and general information on what jurisdictions will participate and what will be exercised (e.g., EOCs, field play). It references the ROSs and PEGs, includes the XPA and/or XPA summary, and describes any special activities in connection with the exercise (e.g., combining the exercise with an IRFX).
- **List of Participating Organizations.** This section lists the expected state, local, and private (e.g., hospitals, American Red Cross) organizations and departments within the organization (e.g., police department), as well as the installation groups and Army augmentation forces, participating in the exercise. This section may also list the locations at which the exercise activities will be conducted (e.g., EOCs, decontamination sites, reception centers, shelters).
- **Exercise Simulations.** This section describes conditions that will be simulated during the exercise. This may include aspects pertaining to weather; field operations; medical operations; evacuation and sheltering; personnel (e.g., response of recalled off-duty personnel); and security. It also describes what the SIMCELL is and how it will operate.
- **Safety.** This section describes the general safety measures to be followed by all participants in the exercise.
- **Exercise Participants' Roles and Responsibilities.** This section lists the following groups of exercise participants with their roles and responsibilities: evaluators, controllers, news media (both real world and mock media), observers, visitors, and special staff. A diagram of the exercise management structure may also be included if the planning team desires.
- **Exercise Activities.** This section briefly describes pre-exercise activities (e.g., orientation and training sessions), exercise play, and post-exercise activities (e.g., post-exercise meetings and reports).
- **Exercise Planning.** This section lists the organizations on the planning team and summarizes the team's major tasks. It may include a milestone chart for the activities.
- **Exercise Control.** This section summarizes the control mechanism that will be used for the exercise and describes the badging system that will be used to identify different groups of exercise participants.
- **Communications.** This section gives instructions for identifying exercise message traffic and distinguishing it from real emergency messages.
- **Administrative Resources.** This section describes administrative support, resources, and procedures for getting support.
- **Security.** This section discusses classification or sensitivity of exercise information and applicable procedures. An annex or separate security plan will be prepared, if needed, to deal with real world security problems.

- **Report.** This section briefly describes the post-exercise report that will be generated and describes responsibility for its preparation.
- **Public Information.** This section summarizes the public affairs protocol for the exercise.
- **References.** This section lists documents cited in the EXPLAN.

The following annexes are required to be included in CSEPP EXPLANS:

- **Community Readiness Profile and Annual Exercise Recap.** Prepared by the community to provide the evaluation team information on the community's assessment in meeting the CSEPP benchmarks and an overview of the previous two years' exercise results.
- **CSEPP Exercise ROSs and PEGs.** A list of the ROSs and PEGs that will be used to evaluate the exercise.
- **Extent of Play.** This annex includes the XPA for each organization and may include a community XPA, including any artificiality, such as demonstrating an activity out of sequence, simulations, and any limitations imposed.
- **Procedures for Observers and Visitors.** This annex provides details on the procedures and arrangements for observers and visitors.
- **Public Affairs Plan.** This annex includes plans for dealing with real world media coverage before, during, and after the exercise.
- **Administration.** This annex provides specific information on the administration of the exercise, such as location of administrative functions and specific administrative support provided.
- **Acronyms.** The annex listing acronyms may list only those acronyms used in the EXPLAN, or, if the planning team prefers, be a more complete list of terms that may be encountered during the exercise process.
- **Local Maps.** This annex includes maps providing directions to the exercise locations.

#### 4.2.8 Develop Control Organization and Control Staff Instructions

The control structure for the exercise must be developed, and plans must be made for controller training and briefings. The control structure will be similar for all exercises, with some controllers assigned to specific locations and others located in the SIMCELL. Mock Media will move from location to location as required to support the exercise goals. After the XPAs are confirmed and the scenario and COSIN developed, the Exercise Co-Directors finalize the number of controllers and types of expertise needed. To the maximum extent possible, local jurisdictions are encouraged to provide personnel to act as controllers in the SIMCELL. Due to their local knowledge and understanding of the community, local participation aids in portraying realistic simulations.

The COSIN provides instructions and information required only by the exercise control staff. To avoid an artificial exercise response, the scenario will not be divulged to players in advance, with the exception of trusted agents. Release of any portion of the COSIN to players or unauthorized persons is prohibited.

Each COSIN is structured to reflect the requirements and design of a specific exercise. The COSIN usually contains the following:

- Introduction
- Exercise Overview
- Exercise Control and Management
- Orientation Training and Meetings
- Control Communication
- Scenario

- Exercise Evaluation and Documentation
- Expected Key Events Timeline
- Controller Checklist for Key Event and Status Reports to SIMCELL
- On-Post Medical Control/Evaluation Guide

#### **4.2.9 Develop Communication Directories**

Exercise Communication Directories provide evaluators, controllers and players the telephone number to be used to contact each other. There are two types of communication directories:

- **Player Communication Directory.** This directory supplements the playing organizations' real communication directories by providing telephone number for non-participating entities.
- **Evaluator/Controller Directory.** This directory provides telephone numbers and radio call signs to facilitate communication between evaluators, controllers, SIMCELL and Co-Directors.

#### **4.2.10 Develop Plans for Observers**

The Co-Directors will develop detailed plans to accommodate observers. These plans are included in the EXPLAN and should address:

- Exercise observers' attendance is requested through the Exercise Co-Directors, who coordinate the observer's presence with the jurisdiction(s).
- Co-Directors arrange for knowledgeable escorts and transportation for observers. Observers will follow the guidance provided by their assigned escorts.
- Observers will not play in the exercise and may pose questions only to their designated point of contact. Observers are "invisible" to players.
- The Exercise Co-Directors will provide distinctive identification for all observers. Any special requirements of observers will be brought to the attention of the Exercise Co-Directors.
- Observers will be provided with travel information to include transportation, lodging, and meals. Observers will be responsible for making their own travel, lodging and meal arrangements.
- Observers may be provided briefing materials, handouts, and possible special exhibits or demonstrations as appropriate.

#### **4.2.11 Develop CSEPP Public Affairs Plan For Real World Media Coverage Of Exercises**

A detailed exercise public affairs plan for real world media coverage of exercises will be developed for each exercise. The Army, FEMA, installation, state, and local public affairs representatives must take an active role in the development of this plan. Input from the planning team will be necessary when developing schedules for media briefings, tours and other activities. The exercise public affairs plan for real world media coverage of exercises must be delivered to the Exercise Co-Directors in time for inclusion in the EXPLAN. Refer to Appendix B, the CSEPP Exercise Public Affairs Plan For Real World Media Coverage Of Exercises, which gives additional information on the development of a site specific plan.

#### **4.2.12 Arrange Logistics**

Appropriate logistical arrangements (e.g., lodging, schedules, rooms for meetings with evaluators and controllers, installation of equipment) must be made under the direction of the Exercise Co-Directors. The timing on these will vary according to the task.

#### **4.2.13 Prepare and Distribute Exercise Information Packages**

Exercise Co-Directors will have exercise packets prepared for each non-playing participant. Information includes the individual's assignment, the exercise schedule, and logistics arrangements. Forms, guidance materials, and location-specific information (including maps, portions of the applicable emergency plans and procedures, applicable portions of previous evaluation reports, and XPAs) may also be provided. Electronic copies of EXPLANS, COSINs, EOPs/SOPs and other materials, if available, will be provided 14 days in advance of the exercise to appropriate individuals.

#### **4.2.14 Pre-Exercise Orientation and Training**

Upon arrival evaluators and controllers will register, receive badges and equipment (e.g., radios, cellular phones, protective masks), and be provided exercise and location-specific information. Various meetings may be held during exercise week for players, evaluators and controllers.

#### **4.2.15 Evaluator and Controller Meetings**

Co-Directors will provide time, location and attendance requirements for the meetings. Representatives from the installation and state and local organizations may be asked to provide some of the information. The following topics should be considered for inclusion at these meetings:

- Purpose and scope of the exercise
- Concept of operations
- XPAs
- Schedule for exercise play and other exercise week activities
- Contingency plan for real world emergencies
- Safety requirements
- MSEL
- Exercise scenario, including initiating event and expected impact
- Basic demography, geography, political boundaries, and emergency planning zones
- Location of various facilities, field activities
- Overview of emergency response plans and procedures
- Evaluation and control teams' structure
- Operation of SIMCELL
- Communications, including radio and telephone protocols, use of communications directories
- Evaluator and controller assignments, reporting requirements, instructions, including release process for controllers and evaluators
- Report writing requirements, including form and content
- Real world public affairs plan, telephone numbers for CSEPP real world public affairs contacts
- Role of the Mock Media
- Observer plans
- Protocol, including wearing of identifying badges, safety equipment, appropriate dress, media interaction, participant interactions, and pre-exercise site visits

#### **4.2.16 Players' Briefing/Site Visit**



Players should be briefed by the Exercise Co-Directors or by the evaluators and controllers who have been assigned to that location. In some cases, a member of the player's organization, who has been previously briefed, will brief members of his or her organization. A briefing guide/check list is provided to the lead evaluators to aid in briefing the players. The briefing may include the following:

- Purpose and scope of the exercise
- Confirmation of the XPAs
- Introduction of the evaluation/control team and structure
- Time frame of exercise
- Safety requirements
- Exercise weather information
- Clarification of items in emergency operations plans which are unclear or have been modified
- Description of evaluation process
- Procedures for any variations to the XPA and simulations
- Explanation of purpose of exercise control and SIMCELL and how they work
- Distribution of player's communications directories and explanation of their use
- Description of badging system for evaluators, controllers, and observers, and their interactions, if any, with players
- Identify parking location for evaluators/controllers
- Arrival times for evaluators/controllers at all locations
- Security and/or sign-in procedures
- Status of previous FRCAs
- Current EOPs/SOPs/MOUs/MOAs
- Time clock location/synchronization (EMIS/FEMIS Clock)
- Verify phone numbers, check date/time of FAX machines
- Verify SIMCELL phone numbers and ability to contact, including FAX machine
- Location of evaluators/controllers during exercise
- Verify dedicated phone for use of controller during exercise
- Public affairs plan for real world media coverage
- Role of the Mock Media
- Schedule for and explanation of post-exercise meetings (e.g., exit interviews/briefing, players' self-assessment, other meetings)
- Arrangements for data collection for use in report writing
- Identifying point of contact and phone number for clarification/verification after departing EOC/field sites
- Follow-on field location visits
- Schedule for issuing exercise report

## **4.3 EXERCISE PHASE ACTIVITIES**

### **4.3.1 Exercise Control**

The Exercise Co-Directors have responsibility for the conduct of the exercise. They resolve problems that arise with controllers, players, and XPAs. The Exercise Co-Directors begin and end the exercise. Under the direction of the Exercise Co-Directors, the controllers are responsible for initiating and overseeing the exercise play, and keeping exercise activities on track. Controllers implement the information (implementers, messages, accident scene, victims, etc.) developed during the pre-exercise planning phase. Controllers relay administrative information on the exercise progress to the players and inform them when play ends. Controllers also relay information on the timing of significant events

demonstrated by the jurisdictions to the SIMCELL to ensure proper timing of implementers and keep the Co-Directors informed of exercise progress.

#### **4.3.2 Evaluator Activities**

During the exercise, the evaluators observe the players' activities, make appropriate notes, and record the time. During the exercise and after the exercise has ended (ENDEX), the evaluators collect copies of the records produced by players. These records include sign-in sheets, player and computer logs, Emergency Alerting System (EAS) messages, incoming/outgoing FAXs, press releases, etc. If the exercise requires more than one shift of evaluators, each evaluation team meets at the end of each evaluator shift to discuss exercise play. For shorter exercises, the team meets at the end of the exercise. After the exercise and with the concurrence of the participating agency, the team meets with the players to have a general debrief discussing the exercise in general, their exercise play, strengths and any problem areas. The team leader will inform the players that these are preliminary results and that the evaluation team will make recommendations to the Exercise Co-Directors.

#### **4.3.3 Observers and Media Activities**

While the exercise is being conducted, the observer and real world media schedules will be carried out. Questions and problems involving observers and media should be referred to the Exercise Co-Directors.

### **4.4 POST-EXERCISE PHASE**

#### **4.4.1 Hot Wash**

Following the conclusion of exercise play the exercise evaluation team should meet with the players to discuss the exercise. The meeting should be informal and open, with players encouraged to discuss their activities and ask questions. The evaluators are encouraged to clarify questions they have about the exercise play at their location. The evaluators provide the players with initial observations on their portion of the exercise and should stress that the information provided during the hot wash is preliminary. The evaluators use the information obtained from the meeting to assist in their analysis. Arrangements for this meeting should be made before the exercise.

#### **4.4.2 Post-Exercise Evaluator Data Review**

As soon as feasible after the hot wash, each evaluator and controller will collate, assemble and review collected data. Subsequently, each team will meet to review and discuss the collected data and evaluators' notes. Data discrepancies and contradictions are identified and will be resolved as quickly as possible. Preliminary analyses of the intra-jurisdictional impacts of player actions are discussed and issues identified.

#### **4.4.3 Co-Directors Team Meeting**

The Exercise Co-Directors may conduct a jurisdictional team leader meeting. This forum is an opportunity to exchange and validate information and provides preliminary identification of inter-jurisdictional issues.

#### **4.4.4 Develop Timelines**

Timelines document the chronology of events demonstrated during the exercise that are required to conduct the analysis. These timelines assist in evaluating time-sensitive actions, such as alert and notification, and assessing the coordination between different locations of play.

#### **4.4.4.1 Develop Jurisdictions' Timeline**

The jurisdictional evaluation teams will develop a consolidated jurisdiction timeline from the evaluators' data, using the software template provided during exercise preparation. This timeline must accurately depict the jurisdictions' response times and actions taken. Each entry in the timeline will identify the applicable ROS. Timelines will be sorted and printed by time and ROS. The jurisdictional report will be developed using the data from these emergency response timelines. The timeline must be developed and submitted according to the Co-Directors' directive.

#### **4.4.4.2 Develop Significant Events Timeline**

A jurisdictional significant events timeline will be developed by adding the times captured during the exercise by the evaluators to the significant events list defined by the exercise planning team and provided by the Exercise Co-Directors. Significant events include as a minimum:

- Initial Report of the CAI
- Classification of the CAI
- Hazard Analysis
- On-Post PADs
- Communication of Off-Post PARs
- Alert and Notification On-Post
  - Sirens
  - TARs
  - Route Alerting
  - NAWAS
- Alert and Notification Off-Post
  - Sirens
  - TARs
  - Route Alerting
  - EAS messages
  - NAWAS
- Off-Post PADs
- Notifications of CAI
- JIC Activation/Operational
- Meet the Press
- Declarations of Emergency
- TCP/ACP Establishment
- Decontamination Stations
- Reception Center and Shelter Establishment

#### **4.4.5 Exercise Report**

The CSEPP exercise report documents the results of the exercise. The report provides a means for recommending improvements, tracking performance and addressing FRCAs noted in prior exercises. The exercise evaluation and development of the exercise report consists of analysis from the evaluators who observed the exercise play, and may include player self-assessment. Development of accurate, useful information requires cooperation and candor between the evaluators, controllers and players. The format for and guidelines concerning content of the exercise report are found in Appendix A. For FMEs, the Army and FEMA Co-Directors are responsible for developing and publishing the exercise report. For AYEs, the Army and designated off-post Co-Directors are responsible for developing and publishing the exercise report. The Exercise Co-Directors have the flexibility to include additional information in the report that will be of use to the jurisdictions.

#### **4.4.6 Analysis and Draft Report Development**

The jurisdictional team initiates the analysis process of the jurisdictions' performance and begins the write-up. The information for this analysis will come from the evaluators' notes, collected documentation, the jurisdictional timelines, and additional information obtained in post exercise meetings. Evaluators should identify potential FRCAs and Observations (see Section 3.3.5). Potential FRCAs and Observations should be described, documented, and related to a specific reference (as applicable). Recommendations for correcting identified problems will be included in the draft jurisdictional write-ups. The draft jurisdictional write-ups are then completed. Evaluators must ensure that the information is accurate prior to submission to the jurisdictional team leaders.

At the discretion of the exercise Co-Directors, a Report Coordinator(s) will be recruited to assist the Co-Directors in collecting, reviewing, and editing jurisdictional and community narrative summaries. The Report Coordinator(s) and/or Co-Directors discuss the exercise results with the jurisdictional team leader(s) to ensure that the FRCAs and Observations noted are valid and consistent with the XPAs and other factors.

Designated jurisdictional team evaluators will meet with community ROS teams to discuss issues. The community ROS teams analyze the jurisdiction's input and develop the community narrative summary (by ROS).

As with the jurisdictional report, the Report Coordinator(s) and/or Co-Directors and community ROS team leaders should discuss the potential FRCAs and Observations before they finalize their draft community ROS narrative summaries.

#### **4.4.7 Community Briefing**

The Exercise Co-Directors should hold, as requested by the community, a joint review meeting with representatives from the installation, state, and off-post jurisdictions. The Co-Directors will provide the community their preliminary analysis of the exercise and deliver the draft report. Potential FRCAs and Observations identified during the exercise may be discussed. This meeting also provides an opportunity for group discussion of recommendations for resolving the FRCAs. If a joint review is not done, the Co-Directors will meet with the jurisdictions to provide their preliminary analysis of the exercise and deliver the draft report. Since the draft report may contain unresolved issues, it is considered a working document and must be held in confidence by participating organizations.

#### **4.4.8 Final Exercise Report**

The report review period is described in Section 3.3.6. The draft report requires review and comment by the playing organizations and the development of an action plan to correct FRCAs. Corrective action plans and comments from off-post jurisdictions shall be routed through the state before being sent to the off-post Co-Director for incorporation in the final report. The installation corrective

action plan will be provided to the Army Co-Director. Corrective action plans will be incorporated into the final report. The distribution of the final report will not be delayed simply for the inclusion of the corrective action plans.

The Exercise Co-Directors sign the final report and authorize its release and distribution.

#### **4.4.9 Track Findings Requiring Corrective Actions**

All FRCAs will be assigned an identifying number (see Appendix A) and be listed in the exercise report. The CSEPP community will implement the corrective actions. The Exercise Co-Directors, in coordination with the CSEPP community, will track actions taken to resolve the FRCAs (at least on a quarterly basis).

When planning starts for the next exercise, the Exercise Planning Team should consider including opportunities to demonstrate emergency response capabilities that may clear FRCAs remaining open from previous exercises.

*This page not used.*

## 5. REFERENCES

- DA (U.S. Department of the Army) PAM 50-6, 17 May 1991. *Chemical Accident or Incident Response and Assistance (CAIRA) Operations*.
- DA (U.S. Department of the Army) AR 50-6, 26 June 2001. *Chemical Surety*.
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). "Memorandum of Understanding Between the Department of the Army and the Federal Emergency Management Agency", 8 October 1997.
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 8, 23 April 1993, "Review of CSEPP Exercise Initiating Events".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 9, 23 April 1993, "Public Information in Connection with CSEPP Exercises".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 11R, 7 November 1995, "Compensation for Volunteer CSEPP Exercise Participants".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 13, 7 November 1995, "Elimination of Dual Exercise Types".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency) CSEPP Policy Paper No. 14, 31 December 1997. "Designation of Public Affairs as Core Objective".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency) CSEPP Policy Paper No. 16, 8 April 1998, "CSEPP Exercise Modified Schedule".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). "Addendum to Policy Paper 16", 25 November 1998.
- FEMA (Federal Emergency Management Agency) *Planning Guidance for the Chemical Stockpile Emergency Preparedness Program*, 17 May 1996.
- ORNL (Oak Ridge National Laboratory). *Chemical Stockpile Emergency Preparedness Program Exercise Program*, Oak Ridge, TN, 23 February 1994.
- PL 96-510 Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA), Section 104, 42 USC 9604, Washington, D.C.
- PL 99-145 Department of Defense Authorization Act for 1986, 50 USC 1521, Washington, DC.
- PL 104-201 Department of Defense Authorization Act for 1997, Section 1076, requiring establishment of site-specific IPTs as a management tool for CSEPP.

*This page not used.*



**EXERCISE  
POLICY AND GUIDANCE  
FOR THE  
CHEMICAL STOCKPILE EMERGENCY  
PREPAREDNESS PROGRAM**

**May 1, 2003**

**U.S. Department of the Army  
Office of the Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)  
and  
Department of Homeland Security  
Emergency Preparedness and Response Directorate**

## RECORD OF CHANGES

As revisions are made to this document, the changes will be distributed. Please enter the appropriate information for each change into the table below.

CHANGE		DATE REC'D	DATE MADE	SIGNATURE
NO.	DATE			

# CONTENTS

	<b>Page</b>
LIST OF FIGURES .....	vi
ACRONYMS AND ABBREVIATIONS .....	viii
<b>1. INTRODUCTION .....</b>	<b>1-1</b>
1.1 PURPOSE OF DOCUMENT .....	1-1
1.2 THE CSEPP EXERCISE PROGRAM .....	1-1
<b>2. BACKGROUND .....</b>	<b>2-1</b>
2.1 EXERCISE REQUIREMENT .....	2-1
2.2 CSEPP EXERCISE PROGRAM MANAGEMENT ORGANIZATION .....	2-1
2.2.1 Department of the Army .....	2-1
2.2.2 Department of Homeland Security .....	2-1
2.2.3 States .....	2-2
2.2.4 Recommending Groups .....	2-2
2.3 CSEPP EXERCISE PROGRAM IMPLEMENTING ORGANIZATIONS .....	2-2
2.3.1 The CSEPP Community .....	2-2
2.3.2 State Emergency Management .....	2-2
2.3.3 Installations, Local Jurisdictions and Other Response Organizations .....	2-2
2.3.4 The CSEPP Exercise Planning Team .....	2-3
<b>3. POLICY FOR THE CSEPP EXERCISE PROGRAM .....</b>	<b>3-1</b>
3.1 PURPOSE OF CSEPP EXERCISES .....	3-1
3.2 TYPES OF CSEPP EXERCISES .....	3-1
3.2.1 Federally Managed Exercise .....	3-1
3.2.2 Alternate Year Exercise .....	3-2
3.3 THE EXERCISE PROCESS .....	3-3
3.3.1 General .....	3-3
3.3.2 Planning the Exercise .....	3-3
3.3.3 Demonstration of Emergency Response Plans and Procedures .....	3-4
3.3.4 Conducting the Exercise .....	3-5
3.3.5 Evaluation .....	3-5
3.3.6 Exercise Reports .....	3-6
3.4 EXERCISE SCHEDULE .....	3-6
3.5 PARTICIPANTS IN CSEPP EXERCISES .....	3-7
3.5.1 Exercise Co-Directors .....	3-7
3.5.2 Planning Team .....	3-8
3.5.3 Trusted Agents .....	3-8
3.5.4 Players .....	3-8
3.5.5 Evaluators .....	3-8
3.5.6 Controllers .....	3-9
3.5.7 Special Staff .....	3-9
3.5.8 Mock Media .....	3-10
3.5.9 Observers .....	3-10
3.5.10 Real World Media .....	3-10
<b>4. GUIDANCE ON PLANNING, CONDUCTING, EVALUATING, AND REPORTING EXERCISES .....</b>	<b>4-1</b>
4.1 PHASES OF EXERCISE DEVELOPMENT .....	4-1
4.2 PRE-EXERCISE PHASE ACTIVITIES .....	4-2
4.2.1 Initiate Planning .....	4-2

4.2.2	Determine Resources Needed to Support the Exercise .....	4-2
4.2.3	Develop Evaluation Organization .....	4-3
4.2.4	Develop Extent of Play Agreements .....	4-3
4.2.5	Develop and Review Exercise Scenario.....	4-4
4.2.6	Master Scenario Events List and Implementer Development .....	4-5
4.2.7	Develop the Exercise Plan.....	4-5
4.2.8	Develop Control Organization and Control Staff Instructions.....	4-7
4.2.9	Develop Communication Directories.....	4-7
4.2.10	Develop Plans for Observers.....	4-8
4.2.11	Develop CSEPP Public Affairs Plan For Real World Media Coverage Of Exercises .....	4-8
4.2.12	Arrange Logistics .....	4-8
4.2.13	Prepare and Distribute Exercise Information Packages .....	4-8
4.2.14	Pre-Exercise Orientation and Training.....	4-9
4.2.15	Evaluator and Controller Meetings .....	4-9
4.2.16	Players' Briefing/Site Visit .....	4-9
4.3	EXERCISE PHASE ACTIVITIES .....	4-10
4.3.1	Exercise Control.....	4-10
4.3.2	Evaluator Activities.....	4-11
4.3.3	Observers and Media Activities .....	4-11
4.4	POST-EXERCISE PHASE .....	4-11
4.4.1	Hot Wash.....	4-11
4.4.2	Post Exercise Evaluator Data Review .....	4-11
4.4.4	Co-Directors Team Meeting.....	4-11
4.4.4	Develop Timelines .....	4-12
4.4.4.1	Develop Jurisdictions' Timeline .....	4-12
4.4.4.2	Develop Significant Events Timeline .....	4-12
4.4.5	Exercise Report .....	4-13
4.4.6	Analysis and Report Draft Development .....	4-13
4.4.7	Community Briefing .....	4-13
4.4.8	Final Exercise Report.....	4-14
4.4.9	Track Findings Requiring Corrective Actions .....	4-14
5.	REFERENCES .....	5-1
Appendix A	OUTLINE OF EXERCISE REPORT .....	A-1
Appendix B	CSEPP PUBLIC AFFAIRS PLAN FOR REAL WORLD MEDIA COVERAGE OF EXERCISES.....	B-1
Appendix C	CSEPP RESPONSE OPERATING SYSTEMS AND PERFORMANCE EVALUATION GUIDES .....	C-1
Appendix D	CSEPP EXERCISE EXTENT OF PLAY AGREEMENTS .....	D-1
Appendix E	CSEPP EXERCISE OPTIMAL AVAILABLE EXERCISE DATES .....	E-1
Appendix F	CSEPP EXERCISE PROGRAM GLOSSARY .....	F-1

## ACRONYMS AND ABBREVIATIONS

ACP	Access Control Point
ADP	Automated Data Processing
AYE	Alternate Year Exercise
CAI	Chemical Accident or Incident
CAIRA	Chemical Accident or Incident Response and Assistance
CA	Cooperative Agreement
COR	Contracting Officer's Representative
COSIN	Control Staff Instructions
CMA	Chemical Materials Agency
CSEPP	Chemical Stockpile Emergency Preparedness Program
DHS	Department of Homeland Security
DA	Department of the Army
EIPT	Exercise Integrated Process Team
EPZ	Emergency Planning Zone
EOC	Emergency Operating Center/Emergency Operations Center
ENDEX	The end of the exercise
EXPLAN	Exercise Plan
FAX	Facsimile
FEMA	Federal Emergency Management Agency
FRCA	Finding Requiring Corrective Action
FME	Federally Managed Exercise
IPE	Integrated Process Evaluation
IRF	Initial Response Force
IRZ	Immediate Response Zone
IPT	Integrated Process Team
JIC	Joint Information Center
JIS	Joint Information System
MCE	Maximum Credible Event
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSEL	Master Scenario Events List
NAWAS	National Warning System
ORNL	Oak Ridge National Laboratory
PAD	Protective Action Decision
PAM	Pamphlet
PAO	Public Affairs Officer
PAR	Protective Action Recommendation
PAZ	Protective Action Zone
PEG	Performance Evaluation Guide
PIO	Public Information Officer
PL	Public Law
PZ	Precautionary Zone
ROS	Response Operating System
STARTEX	The start of the exercise
SIMCELL	Simulation Cell
TARS	Tone Alert Radio
TCP	Traffic Control Point
XPA	Extent of Play

*This page not used.*

## **1. INTRODUCTION**

### **1.1 PURPOSE OF DOCUMENT**

This document provides program guidance and supporting information for implementation of the Chemical Stockpile Emergency Preparedness Program (CSEPP) exercise program and applies to both Federally Managed and Alternate Year Exercises. It replaces the exercise program document, *Exercise Policy and Guidance for Chemical Stockpile Emergency Preparedness Program Exercise* (March 1999), known as the "Blue Book." This document includes the following information in appendices: Outline of Exercise Report (Appendix A), CSEPP Exercise Public Affairs Plan (Appendix B), CSEPP Response Operating Systems and Performance Evaluation Guides (Appendix C), CSEPP Extent of Play Agreements (Appendix D) and CSEPP Exercise Optimal Available Exercise Dates (Appendix E).

This document has undergone several iterations, reflecting the evolution of the CSEPP exercise program. Planners and responders are encouraged to submit comments for consideration to any future revisions to CSEPP Exercise and Training Manager, Chemical Materials Agency (CMA), Bldg. E5141, Aberdeen Proving Ground, Maryland 21010-5424 and/or to the CSEPP Exercise Coordinator, Department of Homeland Security Emergency Preparedness and Response Directorate (Federal Emergency Management Agency (FEMA)), 500 C Street SW, Washington, DC 20472.

### **1.2 THE CSEPP EXERCISE PROGRAM**

A federally managed exercise program involving federal, state, and local agencies, and Army installations has been developed as part of the increased emphasis on emergency preparedness under the CSEPP. The CSEPP will result in improved preparedness at the eight U. S. Army installations storing the unitary chemical stockpile and their surrounding civilian communities. For the exercise program, the "CSEPP Community" is defined as the geographic area made up of the installation, state, and the local jurisdictions that could be affected by a chemical accident or incident (CAI) at the installation. Local jurisdictions are counties and cities within the Emergency Planning Zone (EPZ), which encompasses the Immediate Response Zone (IRZ), Protective Action Zone (PAZ), and Precautionary Zone (PZ) or are designated as "host" jurisdictions. Exercises conducted by the Army and FEMA will help program managers evaluate the emergency response plans and capabilities of the CSEPP communities. The eight stockpile locations are Aberdeen Proving Ground in Maryland, Anniston Army Depot in Alabama, Blue Grass Army Depot in Kentucky, Newport Chemical Depot in Indiana, Pine Bluff Arsenal in Arkansas, Pueblo Chemical Depot in Colorado, Deseret Chemical Depot in Utah, and Umatilla Chemical Depot in Oregon.

Under CSEPP, federally managed CSEPP exercises (FMEs) began in 1991. These exercises demonstrate the ability of the communities to respond to a CAI. Representatives from the Department of the Army (DA), FEMA, other federal agencies, state and local governments, the Army installations, and civilian volunteer agencies participate in these exercises.

The purpose of this document is to ensure consistency in planning and conducting the exercises and in evaluating the performance of the emergency responders (often referred to as "players") in exercises. A standard set of Response Operating Systems (ROS) and Performance Evaluation Guides (PEG) are used as the basis for planning and evaluating each exercise. Some location-specific adaptations may be necessary to accommodate the varied response structures.

In addition to satisfying CSEPP exercise criteria, these exercises will satisfy Army regulatory requirements for exercises and the state and local governments' exercise requirements under the FEMA Cooperative Agreement (CA), which funds CSEPP and other emergency management activities.

*This page not used.*



## **2. BACKGROUND**

### **2.1 EXERCISE REQUIREMENT**

The Army has been delegated the President's broad response authority with respect to releases or threatened releases of chemical agent from any facility under the jurisdiction or control of the Secretary of Defense under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Section 104 (42 United States Code). The Department of Defense Authorization Act for 1986 (PL 99-145) directs the chemical demilitarization program to provide maximum protection for the public, installation personnel, and the environment. To achieve this directive, funds have been allocated to improve on-post emergency preparedness and to assist state and local governments in developing their emergency response capabilities.

DA and FEMA signed a memorandum of understanding (MOU) on August 3, 1988 (DA/FEMA 1988), outlining the responsibilities of each organization. On October 8, 1997 (DA/FEMA 1997), DA and FEMA signed a new MOU establishing a framework of cooperation between the two agencies, identifying their respective roles, responsibilities and joint efforts for emergency response preparedness involving the storage and ultimate disposal of the United States stockpile of chemical warfare weapons. In the MOU, DA and FEMA agreed to cooperate "in assessing and improving the effectiveness of federal, state and local response systems and procedures through the design, conduct and evaluation of exercises" (DA/FEMA 1997). Exercises are an important element in evaluating the implementation of the emergency response plans and assessing the adequacy of the plans and procedures, the capabilities of response organizations, the availability of equipment, and the coordination among the response elements. Exercises also identify needed improvements and possible new funding requirements.

The exercise program provides information for FEMA's assessment of the emergency preparedness of communities around the installations and is the basis for FEMA's recommendations to the Army about its effectiveness. The six FEMA regional offices serving the locations at which the chemical stockpile is stored will review the off-post planning as well as the capability to implement those plans. The off-post planning will be reviewed against the guidance and standards contained in *Planning Guidance for the Chemical Stockpile Emergency Preparedness Program* (FEMA 1996), as amended.

### **2.2 CSEPP EXERCISE PROGRAM MANAGEMENT ORGANIZATIONS**

#### **2.2.1 Department of the Army**

The CMA has the Army responsibility for appointing the Army exercise Co-Director who conducts, evaluates, and reports on exercises, and tracks Army exercise Finding Required Corrective Action (FRCA). Each CMA installation/activity commander appoints an exercise planning coordinator who plans the exercise. The DA, jointly with FEMA headquarters representatives, has oversight of the CSEPP exercise program. The lead oversight office for the DA is the Office of the Assistant Secretary of the Army (Installations and Environment) (ASA (I&E)).

#### **2.2.2 Department of Homeland Security**

Under the Department of Homeland Security, FEMA administers the CSEPP off-post, primarily through its offices in the regions containing chemical stockpile storage locations. The regional office CSEP Program Manager appoints the FEMA exercise Co-Director and takes the FEMA lead in planning, conducting, evaluating, reporting, and tracking identified FRCA's in all the CSEPP exercises. FEMA headquarters, jointly with DA representatives, has oversight of the CSEPP exercise program. The lead oversight office for the Department of Homeland Security is the Emergency Preparedness and Response Directorate.

### **2.2.3 States**

The State Emergency Management Directors exert significant influence over the implementation of the program through the CA process. Therefore, they are kept informed of exercise policy recommendations and provide input to the decision making process

### **2.2.4 Recommending Groups**

There are several groups that develop recommendations for the CSEPP Exercise Program. They are the national Exercise Integrated Process Team (EIPT), FEMA/Army Exercise Co-Directors working group, the state Exercise and Training Officers (ETO), and the site specific Integrated Process Teams (IPT). The EIPT membership is drawn from and represents participating counties, states, Army installations, FEMA Regions, and FEMA/Army program managers. It meets on an "as needed" basis to address issues that affect national CSEPP exercise policy.

The Army/FEMA Exercise Co-Directors and ETOs may provide input to the EIPT on developing the exercise program. Site-specific IPTs can make recommendations to the EIPT on exercise program issues at their site through their representative on the EIPT or through other established channels.

The EIPT provides policy recommendations to the national leadership regarding exercise program guidance and standards. Recommendations are coordinated with Director, CSEPP, FEMA CSEPP Branch Chief, and the State Directors before being presented to the national oversight offices for approval.

## **2.3 CSEPP EXERCISE PROGRAM IMPLEMENTING ORGANIZATIONS**

### **2.3.1 The CSEPP Community**

For the exercise program, the “CSEPP Community” is defined as the geographic area made up of the installation, state and local jurisdictions, and other organizations that could be affected by a CAI. Local jurisdictions are counties and cities within the EPZ, which encompasses the IRZ, PAZ, and PZ or are designated as “host” jurisdictions.

### **2.3.2 State Emergency Management**

The State CSEP Program Manager and staff implement the CSEPP by coordinating multi-jurisdictional exercise program activities.

### **2.3.3 Installations, Local Jurisdictions and Other Response Organizations**

The installations, local jurisdictions and other response organizations implement the CSEPP. They have the responsibility for community preparedness through the development of plans and procedures, training, and the acquisition of equipment and resources required for effective emergency response. These capabilities are demonstrated through the exercise process.

### **2.3.4 The CSEPP Exercise Planning Team**

The exercise planning team membership will include the Exercise Co-Directors (FEMA or state and Army), installation representatives, the State CSEPP ETO or other state representatives, emergency management representatives from the CSEPP communities, and representatives from other response agencies (as appropriate). This team plans the CSEPP exercise.

### **3. POLICY FOR THE CSEPP EXERCISE PROGRAM**

This section provides a policy overview of the CSEPP exercise program. More detailed information, which can be used by the exercise planners, is given in Section 4.

#### **3.1 PURPOSE OF CSEPP EXERCISES**

The purpose of CSEPP exercises is to assess the level of preparedness of the CSEPP community to protect the general public, the work force, and the environment from the effects of a chemical agent release at U.S. Army chemical stockpile storage sites. The exercises provide a basis upon which to build and strengthen the response capabilities both on- and off-post. Emergency response is the primary emphasis of each community during a CSEPP exercise.

#### **3.2 TYPES OF CSEPP EXERCISES**

Within the CSEPP Exercise Program, there are two types of exercises. They are the Federally Managed Exercise (FME) and the Alternate Year Exercise (AYE). They are discussed below.

In addition to these federally managed CSEPP exercises, installations and off-post responders may conduct and participate in additional exercises (e.g., tabletops, quarterly Chemical Accident or Incident Response and Assistance (CAIRA) exercises) they consider appropriate. This document may also be useful as an outline for planning, conducting, and evaluating other exercises.

##### **3.2.1 Federally Managed Exercise**

A Federally Managed Exercise is a mandatory federally evaluated readiness assessment of a community's full capabilities to respond to a CAI. The exercise is driven by an Extend of Play Agreement (XPA), a scenario, and related events that allow for realistic participant response. The negotiated XPA for the FME will be developed which ensures that the community, as a whole, will address all applicable CSEPP ROSs and PEGs (See Appendix C).

The community exercise planning team, under the lead of the Army and FEMA Co-Directors, is responsible for exercise planning. The Army and FEMA Co-Directors are responsible for exercise conduct, evaluation and the exercise report.

For FMEs, states and counties may demonstrate emergency response functions for CSEPP exercise credit at other times (e.g., actual events, CAIRA exercises, Radiological Emergency Preparedness (REP) exercises, or other exercises) in accordance with established FEMA policy and as approved by the FEMA Exercise Co-Director. This will be documented in the annual CSEPP Exercise Report.

A FME provides a comprehensive evaluation of a community's emergency response system. The FME involves mobilization of emergency service and response agencies, activation of communications centers and emergency facilities such as Emergency Operating Center(s)/Emergency Operations Center(s) (EOC) and command posts, and field play. Each jurisdiction's XPA will reflect their involvement in the exercise scenario. Thus, each jurisdiction will demonstrate for evaluation all actions required to support the scenario in accordance with plans, procedures, and the negotiated XPA. The exercise will be conducted for a minimum of 4.5 hours and will continue until all participating organizations have had an opportunity to demonstrate appropriate actions.

##### **3.2.2 Alternate Year Exercise**

All CSEPP jurisdictions should participate in the AYE. An AYE is to be used by a community to:

- Train

- Evaluate Emergency Operation Plans (EOPs)/Standard Operating Procedures (SOPs)
- Evaluate procedures for new equipment or resources
- Validate corrections to outstanding Findings Requiring Corrective Action (FRCAs)
- Address other issues

Army installations will exercise their full emergency response capability every year. Scheduling will be conducted to accommodate the Army's Initial Response Force Exercise (IRFX) cycle. The CSEPP AYE report will satisfy IRFX reporting requirements.

A community may request varying levels of federal support and/or management for their AYE, as determined by the community exercise planning team. Depending upon the level of federal support requested, either the State or a FEMA region representative will be designated the off-post Exercise Co-Director.

The exercise support contract is a federal contract, which requires federal oversight. For both the FME and AYE, contractor support needs are determined by, and coordinated between the exercise Co-Directors. The FEMA region representative on the exercise planning team is responsible for forwarding the request for support to FEMA HQ. FEMA HQ will issue an Exercise Support Task Order. The FEMA HQ Contracting Officer's Representative (COR) has delegated oversight, tasking responsibilities, and control over contractor activities for that exercise to the federal Co-Directors, or the Army Co-Director and federal off-post manager for an AYE with a State Co-Director, within the bounds of the task order.

The level of support desired must be identified no later than March of the preceding fiscal year. The community members will prepare a budget to support the respective community's components of the AYE. As some of the funds that would have been used for a full federal exercise may be used to fund the AYE, and in order to avoid duplication of effort, the exercise planning team should consider the following:

- Who will supply Automated Data Processing (ADP) equipment, meeting rooms, copying machines, and communication equipment, including telephones, facsimile (FAX) machines, etc., at the exercise site
- What exercise documents (e.g., Exercise Plan (EXPLAN), Control Staff Instructions (COSIN), communication directories, exercise reports, various exercise forms) are required for the exercise and who will produce and distribute them
- Work with the Army to determine off-post requirements in the Simulation Cell (SIMCELL), coordination requirements, and to provide personnel for the SIMCELL

Authorized AYE expenses include:

- Printing, postage, telephone calls, transportation requirements in addition to those normally budgeted for in the exercise annual budget
- Travel funds for exercise planning and execution
- Per diem for exercise evaluators/controllers for the exercise

Expenses not authorized include:

- Separate exercise support contracts
- Expenses for visitors and observers
- Overtime for state/county personnel
- Each CSEPP state/county has authorized CSEPP personnel and it is envisioned that they will do the bulk of the planning and execution work not tasked to the FEMA exercise support contractor. Reimbursement for volunteers is limited to meals and transportation costs and does not cover salaries and benefits.
- The State representative, if designated the off-post Co-Director, will work with the FEMA region to coordinate support such as contractor tasking, recruiting evaluators, and logistics

- Community budget requests must be submitted no later than the deadline set for Cooperative Agreement (CA) budget submissions for the fiscal year
- The community exercise planning team, under the lead of the Co-Directors, will plan the exercise
- The Co-Directors are responsible for exercise conduct, evaluation and the exercise report
- The Army installation will integrate Army exercise requirements as described in AR 50-6
- The exercise will be conducted for a minimum of 4.5 hours and will continue until all participating organizations have had an opportunity to demonstrate appropriate actions

### **3.3 THE EXERCISE PROCESS**

#### **3.3.1 General**

The CSEPP exercises are conducted on a biennial cycle. During one year of the cycle, each CSEPP Community will participate in a FME with Army and FEMA Co-Directors. In the other year, the CSEPP exercise is designated an AYE. The AYE may be managed by the Army and State as Co-Directors, or by the Army and FEMA Co-Directors as negotiated. The provision of the AYE in alternating years is intended to give communities an opportunity to use the resources of the CSEPP exercise program to design and conduct their own exercises to meet their own special needs. Exercise planning teams should plan ahead for AYE's by determining as early as possible when they prefer a locally run exercise (state representative as off-post Co-Director) so that the exercise resources needed can be included in the state's CSEPP budget (See Section 3.2.2 for federal support for an AYE). For a State/Army AYE, FEMA will support the State by coordinating federal support as requested. The FMEs will not be separated by more than one AYE.

#### **3.3.2 Planning the Exercise**

The Exercise Co-Directors, with the planning team, plan the exercise. Exercise planning teams will include representatives from all participating jurisdictions and organizations for each exercise. As previously noted, the team will be co-chaired by Army and FEMA representatives for FMEs or Army and State representatives for locally managed AYE's. The team will provide the necessary expertise on local plans and procedures to ensure the exercise is properly designed to meet the needs of the jurisdictions and the goals of the program.

An example of a planning timeline is furnished in Figure 4.1. Army exercise planners should also refer to their separately published exercise planning guides "Roles and Duties of the Exercise Planning Coordinator."

Since AYE's are intended to allow maximum flexibility for design and control of exercises, the following requirements should be used as guides when planning an AYE.

The FME involves the entire CSEPP community. Each jurisdiction's participation is based on the premise that the CSEPP community demonstrates all applicable emergency response plans and procedures. The planning team should identify scenario parameters that will be realistic, and that will cause the community to demonstrate the full range of emergency functions as reflected in the ROSs. For all exercises, the Exercise Co-Directors will ensure that the initiating event is within the planning base of the Maximum Credible Events (MCEs) for the installation and that full scenario development drives off-post response.

During the planning phase, the exercise planning team will develop a significant events list outlining anticipated response actions. The significant events list will be developed in chronological order but specific times will not be assigned to the events. Significant events include as a minimum:

- Initial Report of the CAI
- Classification of the CAI
- Hazard Analysis
- On-Post Protective Action Decision(s) (PAD)

- Communication of Off-Post Protective Action Recommendation(s) (PAR)
- Alert and Notification On-Post
  - Sirens
  - Tone Alert Radio(s) (TAR)
  - Route Alerting
  - National Warning System (NAWAS)
- Alert and Notification Off-Post
  - Sirens
  - TARs
  - Route Alerting
  - Emergency Alert System (EAS) messages
  - NAWAS
- Off-Post PADs
- Notifications of CAI
- Joint Information Center (JIC) Activation/Operational
- Meet the Press
- Declarations of Emergency
- Traffic Control Point (TCP)/Access Control Point (ACP) Establishment
- Decontamination Stations
- Reception Center and Shelter Establishment

A proactive public information plan for dealing with real world media coverage of the exercise will be developed in connection with CSEPP exercises. A sample CSEPP Public Affairs Plan for Real World Media Coverage of an Exercise is included as Appendix B to this document.

### **3.3.3 Demonstration of Emergency Response Plans and Procedures**

The CSEPP community will be required to demonstrate all applicable emergency response plans and procedures during the FME. This requirement applies to the community as a whole, not to individual jurisdictions. However, each jurisdiction will demonstrate for evaluation all actions in order to support the scenario.

The AYEs afford greater flexibility in exercising the training aspects of responders by the off-post CSEPP communities. The AYE enables the community to incorporate local innovations or exercise design features targeted to their needs.

Standard ROSs and PEGs are used in planning for and evaluating each CSEPP FME. A series of tasks, or PEGs, has been prepared for each ROS to aid the evaluator in preparing to collect the data needed to determine if each response function was successfully demonstrated in an exercise. The Evaluator should observe the activities and not use the PEGs as a checklist during the exercise. The PEGs are to be used before and after the exercise to assist in the evaluation and analysis of the community response. The ROSs and PEGs are provided in Appendix C.

### **3.3.4 Conducting the Exercise**

The Exercise Co-Directors are responsible for the conduct of an exercise. The Exercise Co-Directors have a control organization that is responsible to them for executing the exercise. Controllers assist in executing exercise control for specific activities or at particular locations, for example in the SIMCELL or the field. The Exercise Co-Directors are responsible for terminating the exercise. They may not end an exercise unless the community has had a reasonable opportunity to demonstrate its emergency response capabilities and after 4.5 hours of community play has elapsed. They may permit exercise play to continue beyond the planned time frame to allow participants the opportunity to gain additional experience or training. Any

participant will suspend exercise play for a real world emergency or if safety is being compromised. This action will be immediately reported to the Exercise Co-Directors through an evaluator/controller.

### 3.3.5 Evaluation

All CSEPP exercises will be evaluated. The Army Co-Director coordinates the evaluation of the Army response elements and the FEMA (or off-post) Co-Director coordinates the evaluation of off-post response elements. The Army and FEMA Co-Directors will jointly manage the evaluation of the overall community response. The Army may provide evaluators for off-post activities in which they have expertise. Other federal, state and local agencies may also provide evaluators for activities on-post or off-post where they have the needed expertise.

During exercise play, evaluators observe player actions and collect data required to conduct the analysis of the jurisdiction's/community's performance. The exercise evaluation and development of the exercise report consists of analysis from the evaluators who observed the exercise play, and may include player self-assessment. Development of accurate, useful information requires cooperation and candor between the evaluators, controllers and players. This evaluation involves comparing performance against the criteria in *Army Regulation 50-6 (Chemical Surety)*, *DA Pamphlet 50-6 (CAIRA Operations)*, applicable Code of Federal Regulations, the jurisdictions' response plans and procedures, the current *CSEPP Planning Guidance*, and good response practices, using the exercise ROSs and PEGs as a guide. After the exercise, evaluation teams and controllers will meet in a series of meetings to determine what actually happened during the exercise and conduct an analysis.

As part of the evaluation process, the Exercise Co-Directors will, based on evaluator and player input, determine whether the functions included within each ROS were successfully demonstrated. The Exercise Co-Directors will use the evaluators' analyses to determine strengths and those areas needing improvement (see section 4.2.4). The following classifications are used:

- **Observation:** Emergency responses and actions, that in the judgment of the evaluator could be improved and/or actions that clearly exceed applicable written requirements or, in the judgment of the evaluator, display unusual initiative or commendable performance
- **Finding Requiring Corrective Action:** Emergency responses and actions that deviate from applicable laws, regulations, policies, other written requirements, standards of care and practices, or that directly affect public health and safety. Deviation from applicable laws, regulations, policies, standards, plans, or other written requirements does not always mean that the emergency response or action is "inappropriate" or significant. The response or action may be appropriate and the requirement may be inconsistent, obsolete, etc. In this case, a FRCA is not written. However, a recommendation, prepared by the appropriate Co-Director, will be forwarded to the appropriate agency/organization requesting the issue be resolved. The Exercise Co-Directors determine if a deviation from requirements is significant enough to be reported as a FRCA.

### 3.3.6 Exercise Reports

The results of the evaluation of each CSEPP exercise will be detailed in an exercise report. The format for the exercise report is described in Appendix A.

Exercise reports provide timely feedback that enables continued improvement of emergency preparedness at the state and local levels and by the Army installation. The Exercise Co-Directors will manage the preparation of a formal report covering the entire community response. The report will be organized by the ROSs. The final report will also include corrective action plans, prepared by each jurisdiction and agreed to by the Exercise Co-Directors, for the FRCAs. A jurisdiction's failure to submit a corrective action plan will be noted in the report. Observations do not require the development of corrective action plans.

For AYE, the Co-Directors are responsible for exercise evaluation and the exercise report. Reporting requirements (e.g., format, time constraints) for AYE are the same as FMEs.

A draft report documenting the response, identifying FRCAs and Observations, and providing recommendations for corrective actions should be given to the jurisdictions within 7 calendar days after the exercise. Draft reports will not be released to the general public because they may contain unresolved issues. They are considered working documents and will be held in strict confidence by participating organizations. Comments or concurrence to the draft report are due 45 calendar days after the exercise; otherwise, the jurisdiction will be assumed to have agreed with the draft report.

Corrective action plans addressing the FRCAs are due 45 calendar days after the exercise. The corrective action plans will address all FRCAs identified during exercise play and be coordinated with the appropriate exercise Co-Director. See Appendix A, Fig. A-1 for the corrective action plan format. If a jurisdiction does not agree with a FRCA or recommendation for the correction of the FRCA, the corrective action plan will include comments on the non-concurrence. The Exercise Co-Directors will work with the jurisdiction to resolve differences and develop acceptable corrective actions. The off-post jurisdictions should submit their corrective action plans through their state office.

The final report will be issued 60 calendar days after the exercise. The final report will include the final corrective action plans as an appendix to the report. The Exercise Co-Directors are responsible for the timely conduct of reviews and will track the progress of corrective actions.

### **3.4 EXERCISE SCHEDULE**

The exercise schedule maintains the requirement that all CSEPP jurisdictions exercise annually. Under this concept, a FME, which demonstrates a community's full capability, will be scheduled every other year. During the AYE, the scope of the exercise may range from a community managed and evaluated exercise to a federally managed and evaluated exercise, as negotiated by the community exercise planning team. Therefore, this concept allows a community to choose, during the alternate year, an exercise tailored to their needs or a negotiated FME. The required FME will be scheduled for four of the eight CSEPP communities per fiscal year, while the other communities are scheduled for AYE.

The exercise planning team will identify the desired exercise date(s) for their exercises two years in advance and submit their requested exercise date(s) to the EIPT for development of an overall exercise schedule. The availability of key players or their designated alternates, state and local activities, other exercises, audits, inspections, and reviews scheduled at the installations, and other local, state, and FEMA regional exercises must be factored into the scheduling. Some exercises may be held after normal working hours or on weekends to accommodate volunteer emergency response organizations.

The communities scheduled for FMEs are indicated below. A schedule of actual exercise dates for a two-year period will be published annually. The schedule will be developed using the rules described below. The schedule will be published over the signatures of the FEMA HQ and Army exercise coordinators.

**This is the FME schedule:**

#### **FY 03, 05, 07 and 09:**

**Blue Grass, KY; Pueblo, CO; APG, MD; and Umatilla, OR/WA**

#### **FY 04, 06, 08 and 10**

**Pine Bluff, AR; Anniston, AL; Newport, IN/IL; and Deseret, UT**

Scheduling rules:



1. A calendar of available exercise dates for FY 03 through FY 10 is provided in Appendix E.
2. In each year, the FME have priority in scheduling.
3. Dates for the AYE will be scheduled so as not to conflict with the required FMEs.
4. There will be a minimum of three weeks between exercises.
5. Avoid scheduling the exercise or on-site evaluation process the week prior to the end of or two weeks after the beginning of the Fiscal Year, or during the week of a federal holiday.
6. Communities will identify a primary and two alternate dates for their exercises to the EIPT. The EIPT will develop and recommend a schedule to the Army and FEMA exercise managers for approval. Dates are due by March 1, two years prior to the exercise (e.g., March 1, 2002 for fiscal year 2004).
7. If a schedule cannot be established using dates provided by the community, the EIPT will recommend a schedule to the Army (CMA) and FEMA (Headquarters) exercise managers, who are responsible for making the final decision.
8. If dates are not provided by March 1, exercise dates will be assigned by the EIPT for approval by the Army and FEMA exercise managers.
9. If an exercise schedule cannot be agreed upon, the Army and FEMA exercise managers will present options to the FEMA and Army Program Managers for resolution.
10. An exercise schedule will be developed and published each year.

### **3.5 PARTICIPANTS IN CSEPP EXERCISES**

CSEPP exercises involve a large number of people in a variety of roles. In this document, the term “participants” is used to identify all people involved in CSEPP exercises, regardless of their roles. Specific groups and their roles and responsibilities are discussed in Sections 3.5.1 through 3.5.10.

#### **3.5.1 Exercise Co-Directors**

For the FME, the Exercise Co-Directors from the Army and the FEMA region chair the exercise planning team and have final decision making authority regarding the exercise. They are responsible for the planning, conduct, evaluation, and reporting of the exercise. Contractor support is available to assist them. For an AYE, the state/states will select an exercise Co-Director for off-post play. In the alternate year, if a FME is not requested, the state selected Co-Director will make requests of the contractor through the FEMA region member on the exercise planning team (see Section 3.2.2).

#### **3.5.2 Planning Team**

The planning team is responsible for planning each CSEPP exercise. The members of the planning team will include, but not be limited to, the Exercise Co-Directors; an installation representative appointed by the Installation Commander; the State CSEPP ETO or other state representative; emergency management representatives and/or CSEPP planners from the affected jurisdictions and agencies. The participation of state, local, and installation representatives in the planning process is vital to the successful conduct and evaluation of the exercise. Planning team members should be knowledgeable about the entities they represent, their plans, procedures, etc. They should ensure that the Master Scenario Events List (MSEL) and implementers accurately reflect their jurisdiction's plans, procedures, and represent a realistic situation in a CAI. Planning team representatives should have the authority to make decisions and to commit personnel and resources. Additional planners will be added as needed. Planning work groups may be appointed to work on specific aspects of the exercise. Planning team meetings, except those dealing with the exercise scenario, are open to those who wish to attend.

#### **3.5.3 Trusted Agents**

Trusted agents are representatives of federal, state and local organizations who support exercise planning, development and execution and are privy to the scenario. Trusted agents should be knowledgeable in the emergency response plans of their respective organizations. They provide crucial input during development of the XPA and in reviews of the EXPLAN, exercise scenario, simulations and assumptions, MSEL and implementers. If possible, trusted agents should not participate as players in the exercise and it is strongly recommended that the trusted agent not be a key player. However, if absolutely necessary, a county coordinator or emergency manager may act as a trusted agent.

#### **3.5.4 Players**

Players respond to simulated events. They are expected to be familiar with their organizations' plans and procedures and respond in a realistic manner, as driven by the scenario. Specific exceptions to the organizations' plans and procedures are agreed to in the XPA. They must understand which organizations are participating in the exercise and understand how to use exercise communications directories. During the exercise, players demonstrate their proficiency in accomplishing tasks and responsibilities defined in their organization's applicable plans and procedures and CSEPP standards, using their current response capabilities.

#### **3.5.5 Evaluators**

Evaluators observe, record, and report information on the actions performed by players at the locations to which they are assigned. Evaluators will not interfere with the players or answer questions, remind or prompt players concerning actions or requirements, or criticize players either before or during the exercise. To ensure that information is collected accurately, evaluators interview participants and solicit their comments, questions, and suggestions at the conclusion of, or during lulls in, exercise activity.

A specially trained cadre of CSEPP evaluators, knowledgeable in specific response functions, will be drawn from the Army, FEMA, other federal agencies, appropriate state and local agencies, and/or contractors. Evaluators will attend pre-exercise training and orientation sessions. Prior to the exercise, evaluators should be provided and become familiar with:

- the player organization's applicable plans, procedures and response capabilities
- the planning guidance
- the exercise scenario, EXPLAN, COSIN, and MSEL
- the exercise ROSs and PEGs
- the exercise evaluation and control organization.

At the direction of the Exercise Co-Directors, an evaluator may also serve as a controller. However, Co-Directors should insure that sufficient controllers are assigned so that evaluators are not diverted from duties due to added controller responsibilities.

As part of work plan negotiations, CSEPP funded employees should be encouraged to be trained and participate as an evaluator in other sites' CSEPP exercises. The federal Exercise Co-Directors will coordinate travel funding for members of the evaluation team.

#### **3.5.6 Controllers**

Controllers are used by the Co-Directors to initiate and oversee exercise play. They depict the accident scenario or its simulated consequences to the players as realistically as possible. CSEPP controllers should:

- be knowledgeable of the exercise scenario, the EXPLAN, the COSIN and the appropriate implementers

- attend appropriate pre-exercise controller training and orientation sessions
- be familiar with the exercise control organization; the specific procedures, functions, and responsibilities of the designated controller position; the exercise player and controller rosters; and the exercise communications directories.

Controllers have a specific responsibility for safety at their exercise locations. Players may question controllers concerning exercise management/conduct issues. This may include clarifying simulations and understanding exercise materials. Controllers may be drawn from the exercise planning team; FEMA, Army and contractor personnel; and personnel from installations, states, and communities around other installations.

A SIMCELL is part of the control organization. These controllers are knowledgeable about the response capabilities and activities of organizations or individuals (e.g., the governor of a state, businesses in the area, FEMA headquarters, or media), and respond to telephone calls from players and inject implementing messages. Members of the "Mock Media" serve as Controllers acting in the role of real world media (see Section 3.5.8).

At the conclusion of the exercise, selected controllers will join the appropriate evaluation team. They will assist in the analysis process by conveying players' responses to the implementers. They may assist in the development of the written report for that jurisdiction.

As part of work plan negotiations, CSEPP funded employees should be encouraged to be trained and participate as a controller in other sites' CSEPP exercises. The federal Exercise Co-Directors will coordinate travel funding for controllers.

### **3.5.7 Special Staff**

Special staff personnel are those persons supporting, and under the management of, the Exercise Co-Directors. The special staff includes, but is not limited to, personnel assisting with administration, briefings, communications support, automated data processing support, logistics, audio-visual support, site set-up, public affairs/information, and protocol. Special staff personnel are essential to the success of an exercise, but they are neither controllers nor evaluators. They usually have no interaction with players.

### **3.5.8 Mock Media**

The Mock Media work for the Exercise Co-Directors. Mock Media are controllers acting the role of real world media. In this role, as part of the exercise control staff, the public affairs representatives role-play reporters (for simulation purposes only) from local and national television networks, radio stations, newspapers, and magazines. These simulated media representatives interact with player organizations only during the exercise itself. Mock Media will not interact with the real world media and must not "play" when in the presence of real world media. Controllers may be assigned to the SIMCELL to make exercise inputs to the participating communities and interface with the Mock Media (see Section 3.5.6 on the role of "controllers").

### **3.5.9 Observers**

Generally, observers fall into one of two categories. First, there are those persons from other jurisdictions who observe responder actions as a means of improving their own organization's response plans and capabilities. Normally this type of observer will stay at one location to gain insight into selected aspects of emergency response. Second, there are those persons who have an interest in the overall CSEPP. These observers will visit multiple locations with an assigned guide or escort. An itinerary will be developed and coordinated by the Co-Directors with all impacted organizations.

Exercise observers' attendance is requested through the Exercise Co-Directors, who coordinate the observer's presence with the jurisdiction(s). Observers will not play in the exercise and may pose questions only to their designated point of contact. Observers are "invisible" to players.

### **3.5.10 Real World Media**

Real world news media may attend the exercise. Invitations to and arrangements for real world media should be made before the exercise. An appropriate itinerary with knowledgeable escorts should be planned for media representatives. The group will be considered "invisible" for exercise play purposes. The Mock Media will not interact with the real world media during the exercise. As part of the real world media plan, the media may be provided an opportunity to meet with "key" personnel at the exercise locations. This should be designed to insure that there is minimal impact to the conduct to the exercise. See Appendix B for details pertaining to real world media coverage of exercises.

#### 4. GUIDANCE ON PLANNING, CONDUCTING, EVALUATING, AND REPORTING EXERCISES

The following information should be considered in developing the exercises. Each exercise location is unique and requires some flexibility in the exercise process. The process and planning steps required for both the FME and AYE are very similar. A suggested schedule giving approximate times for activities in the exercise process, is included to assist the planning team.

X Days Before/After Exercise	Activity
1 Mar -730	Establish exercise date.
1 May of the previous FY	Develop the contractor tasking form and submit to FEMA.
-330	Hold initial meeting of exercise planning team. Initiate logistical arrangements.
-310	Propose on-post and off-post XPAs.
-270	Finalize XPAs. Develop evaluator and controller organizations.
-210	Complete draft scenario. Initiate development of public affairs plan, MSEL and Significant Events Timeline. Recruit evaluators and controllers.
-180	In-progress review of exercise planning.
-150	Finalize MSEL and begin implementer development.
-90	In-progress review of exercise planning, MSEL and implementers.
-60	Complete implementer revisions. Train Evaluators (if needed). Finalize logistical arrangements.
-30	Complete and distribute EXPLAN. Distribute evaluator packages.
-15	Complete scenario and COSIN. Develop schedule for exercise week.
-1-5	Meet with controllers and evaluators at the exercise location to finalize assignments, provide additional training, and give instructions. Conduct pre-exercise player briefings.
Exercise Day(s)	Conduct exercise. Conduct hot washes.
+ 0-7	Exercise report preparation.
+ 7	Draft exercise report distribution and briefing.
+ 45	Comments on draft report and corrective action plan sent to Exercise Co-Directors.
+ 60	Final report completed and sent to jurisdictions.

**Fig. 4-1. Suggested schedule of exercise activities for Chemical Stockpile Emergency Preparedness Program Exercises.**

#### 4.1 PHASES OF EXERCISE DEVELOPMENT

A number of activities must take place during the planning, conduct, evaluation, and reporting of CSEPP exercises. These activities have been grouped into phases:

- **Pre-exercise phase.** Planning and preparation activities that take place before the arrival of exercise participants at the exercise location.
- **Exercise phase.** Activities at the exercise location, from arrival of the exercise participants through the conclusion of the exercise.
- **Post-exercise phase.** Activities after the conclusion of the exercise, including post-exercise meetings at the exercise location, through completion and distribution of the final report.

## **4.2 PRE-EXERCISE PHASE ACTIVITIES**

### **4.2.1 Initiate Planning**

The exercise process for a specific CSEPP exercise begins with the first meeting of the exercise planning team. The Exercise Co-Directors convene the exercise planning team meetings. The team has preliminary discussions on which organizations will participate, possible activities to be incorporated into the exercise, and the constraints to any organization's participation. Before the MSEL is developed, the Exercise Co-Directors, State CSEPP ETO, local CSEPP coordinator/trusted agent and exercise support contractor should meet with each jurisdiction to discuss capabilities, response plans, and local considerations as related to the overall exercise scenario. This is intended to ensure that the implementers fit the scenario and reflect how the jurisdiction(s) would actually respond.

### **4.2.2 Determine Resources Needed to Support the Exercise**

The Exercise Co-Directors are responsible for identifying the resources required for all phases of the exercise. When the date(s) of the exercise and the XPA for participating jurisdictions are established, the Exercise Co-Directors will define their requirements for personnel, equipment, and facilities. These requirements are relayed to their organizations, which will arrange for the identified resources to be provided by either the exercise support contractor or by appropriate government agencies or military commands. The Army Co-Director will coordinate with the installation and make arrangements for Army resource support. The FEMA Co-Director will coordinate with the FEMA headquarters CSEPP exercise coordinator to confirm contractor, FEMA, and other government agency resource support.

To initiate contractor support for the exercise, the Co-Directors will jointly prepare the "CSEPP Exercise Co-Director Tasking Form" and submit it by 1 May through the FEMA headquarters CSEPP exercise coordinator. See section 3.2.2 for additional information regarding contractor support.

The essential resources required to conduct and support a CSEPP exercise include personnel (evaluators, controllers, and special staff); office equipment (computers, printers, copiers, and FAX machines); communications (telephones and radios); reference library; exercise documentation; and facilities (exercise control headquarters, meeting rooms, and administrative space).

Exercise Co-Directors should also submit their requirements for Mock Media, moulage, and medical evaluators in sufficient time so that those assets can be arranged.

The following considerations are important when arranging exercise support:

- Sufficient time must be allocated and budgeted to permit evaluators and controllers to participate in pre-exercise orientation and training sessions at the exercise location
- It is particularly important that key evaluators be permitted to remain at the exercise location after the exercise in order to complete their written evaluation reports to the satisfaction of the Exercise

Co-Directors. (FEMA employees should review FEMA overtime/compensatory time off policy, published separately)

- Special staff personnel must include public affairs/information specialists to assist the Exercise Co-Directors in dealing with the real world media before, during, and after the exercise
- Installations must be provided, at an agreed upon time before the exercise, a list of on-post participants giving name, security information, and requirements for access to limited/exclusion area
- Computer resources must include software packages that will facilitate production of pre-exercise orientation materials, during-exercise scenario tracking, and post-exercise report preparation
- Telephones, radios, and other communications, to be used in support of the exercise must be installed or available in sufficient time to be thoroughly tested before the exercise and arrangements should be made to retain telephone and FAX capability at the exercise location for as long as necessary (a minimum of 2 days) after the end of the exercise
- Exercise facilities should be conveniently located, safe and readily accessible to all exercise participants

#### **4.2.3 Develop Evaluation Organization**

The Exercise Co-Directors develop the evaluation organization for each exercise. The exercise response is evaluated as an integrated, cohesive effort.

The Exercise Co-Directors, using the local plans, procedures and agreements (MOUs/Memorandum of Agreements(s) (MOAs)), XPAs and scenario as a basis, identify the locations and functions to be evaluated. They then determine the number of evaluators and the expertise needed. Evaluators should be recruited nine (9) months prior to the exercise.

Evaluators will be assigned to jurisdictional teams and are responsible for completing all required forms and documents. Jurisdictional team leaders coordinate their evaluators' data collection and analysis. Select evaluators will join Community ROS Teams to participate in the Community analysis and report development process.

#### **4.2.4 Develop Extent of Play Agreements**

The XPA is a contract between the exercise participants and the exercise Co-Directors. The XPAs are the basis by which communities conduct meaningful exercises. An XPA provides exercise planners a basic structure from which to develop those exercises. The XPA includes elements that lead to scenario development, scope of the exercise, scheduling, impact of real world events, and simulation requirements. The XPA begins with the assumption that the community will fully respond according to their plans and will describe any deviations, such as simulations, out of sequence play, or non-participating organizations. Simulations should be minimal. Jurisdictions may not simulate non-existing capabilities.

Individual organizations do not sign the jurisdiction's XPA but provide essential input to it through individual agreements executed with the jurisdiction's emergency management director (or designee). Individual or group agreements identify the agency, capabilities to be demonstrated in the exercise, a point of contact, etc. to be included in the jurisdiction's XPA. The agreement development process is tasked to the Emergency Management Director, CSEPP manager, coordinator, or training officer who combines the individual or group agreements into the jurisdiction XPA. The individual accomplishing this task should be a member of the exercise planning team, but need not be a trusted agent.

The XPA will be organized by ROS, indicating where and by whom activities within those ROSs will be demonstrated. For FMEs, the community will demonstrate all ROSs. The level of detail provided in the XPA should be sufficient to support exercise design and evaluation.

Since the XPA is essential to the development of the scenario, simulation requirements and the exercise evaluation plan, the agreements must be complete in the early stage of exercise planning. Specifically, a draft XPA should be completed by approximately 270 days prior to the exercise and signed no later than 150 days prior to the exercise.

The Co-Directors will assemble a comprehensive, integrated, community XPA. The purpose for developing and utilizing a comprehensive community XPA is to assist exercise designers in providing exercise play that, to the highest degree possible, allows jurisdictions to respond as they would to a real event. In doing so, opportunities may be provided to exercise both new and established capabilities. Those opportunities may also include exercising mutual aid agreements between jurisdictions and agencies that have been developed but have not been formalized and/or exercised.

Detailed instructions and templates are provided in Appendix D and should be used for preparing the XPAs.

#### **4.2.5 Develop and Review Exercise Scenario**

The exercise scenario includes the initiating event and the other key events that provide the framework for the exercise response to take place. The exercise planning team has the primary responsibility for the development of the scenario. Any sensitivities that the installation or surrounding communities may have regarding the contamination of certain areas, particular initiating events, or other restrictions should be discussed before the scenario is developed.

The initiating event and meteorological conditions chosen for the scenario must be within the CSEPP planning base to allow demonstration of the emergency response by the community. The requirement for a potential off-post impact may force the choice of some low-probability, high-impact event sequences.

The scenario should include the following:

- Pre-STARTEX Scenario Description: Describes the location, operation, crew composition, equipment, Work Plan and Work Plan MCE Plume Projection
- Meteorological Data
- Initiating event
- Victims
- Diagram of CAI scene
- Initial Hazard Assessment
- Ground Truth Hazard Assessment

#### **4.2.6 Master Scenario Events List and Implementer Development**

The MSEL is a detailed sequence of scenario events and expected actions, listed chronologically and identified by ROS, of how the exercise designers anticipate the community will respond. A MSEL is based on the community's plans and the XPAs. Simulations are documented in the MSEL.

Implementers, based on the MSEL, are written descriptions of controller actions used to stimulate player actions or introduce simulations. Implementers describe play-acting, moulage and symptom cards, messages (verbal, written, telephonic), news reports, memoranda, letters, weather, props, etc. The information on the implementer includes the responsible controller, inject means, the actual message, controller notes (e.g., "inject only after JIC is activated"), anticipated player response, and an area for evaluator/controller notes, including the actual inject time and the recipient's response. The implementer forms should be clearly marked "EXERCISE... EXERCISE...EXERCISE" and "EVALUATOR/CONTROLLER EYES ONLY." Each entry, at a minimum, contains the following: the event number, time, from whom (e.g., media, citizen), to whom (e.g., State EOC, installation operator), ROS, and a summary (e.g., "The *New York Times* questions the JIC about the incident").



The Exercise Co-Directors, through the support contractor, are responsible for the development of the MSEL and implementer documents. The Exercise Planning Team may provide input into the development of the MSEL and the implementers.

#### 4.2.7 Develop the Exercise Plan

The EXPLAN provides an overview and plan for the exercise. It is distributed to participants and includes the purpose of the exercise, a list of ROSs and PEGs, and a list of participating jurisdictions, as well as administrative and logistical information for the exercise.

Each EXPLAN is structured to a specific exercise. It may contain descriptive sections and supporting annexes or appendices as needed. EXPLANs for AYEs may be abbreviated to reflect the needs of the exercise. The EXPLAN may contain the following information:

- **Introduction.** This section summarizes what CSEPP exercises have been held at the location, how this exercise fits into the overall exercise program, and the purpose of the EXPLAN.
- **Exercise Information.** This section gives the name, type of exercise, date, hours of play, and general information on what jurisdictions will participate and what will be exercised (e.g., EOCs, field play). It references the ROSs and PEGs, includes the XPA and/or XPA summary, and describes any special activities in connection with the exercise (e.g., combining the exercise with an IRFX).
- **List of Participating Organizations.** This section lists the expected state, local, and private (e.g., hospitals, American Red Cross) organizations and departments within the organization (e.g., police department), as well as the installation groups and Army augmentation forces, participating in the exercise. This section may also list the locations at which the exercise activities will be conducted (e.g., EOCs, decontamination sites, reception centers, shelters).
- **Exercise Simulations.** This section describes conditions that will be simulated during the exercise. This may include aspects pertaining to weather; field operations; medical operations; evacuation and sheltering; personnel (e.g., response of recalled off-duty personnel); and security. It also describes what the SIMCELL is and how it will operate.
- **Safety.** This section describes the general safety measures to be followed by all participants in the exercise.
- **Exercise Participants' Roles and Responsibilities.** This section lists the following groups of exercise participants with their roles and responsibilities: evaluators, controllers, news media (both real world and mock media), observers, visitors, and special staff. A diagram of the exercise management structure may also be included if the planning team desires.
- **Exercise Activities.** This section briefly describes pre-exercise activities (e.g., orientation and training sessions), exercise play, and post-exercise activities (e.g., post-exercise meetings and reports).
- **Exercise Planning.** This section lists the organizations on the planning team and summarizes the team's major tasks. It may include a milestone chart for the activities.
- **Exercise Control.** This section summarizes the control mechanism that will be used for the exercise and describes the badging system that will be used to identify different groups of exercise participants.
- **Communications.** This section gives instructions for identifying exercise message traffic and distinguishing it from real emergency messages.
- **Administrative Resources.** This section describes administrative support, resources, and procedures for getting support.
- **Security.** This section discusses classification or sensitivity of exercise information and applicable procedures. An annex or separate security plan will be prepared, if needed, to deal with real world security problems.

- **Report.** This section briefly describes the post-exercise report that will be generated and describes responsibility for its preparation.
- **Public Information.** This section summarizes the public affairs protocol for the exercise.
- **References.** This section lists documents cited in the EXPLAN.

The following annexes are required to be included in CSEPP EXPLANS:

- **Community Readiness Profile and Annual Exercise Recap.** Prepared by the community to provide the evaluation team information on the community's assessment in meeting the CSEPP benchmarks and an overview of the previous two years' exercise results.
- **CSEPP Exercise ROSs and PEGs.** A list of the ROSs and PEGs that will be used to evaluate the exercise.
- **Extent of Play.** This annex includes the XPA for each organization and may include a community XPA, including any artificiality, such as demonstrating an activity out of sequence, simulations, and any limitations imposed.
- **Procedures for Observers and Visitors.** This annex provides details on the procedures and arrangements for observers and visitors.
- **Public Affairs Plan.** This annex includes plans for dealing with real world media coverage before, during, and after the exercise.
- **Administration.** This annex provides specific information on the administration of the exercise, such as location of administrative functions and specific administrative support provided.
- **Acronyms.** The annex listing acronyms may list only those acronyms used in the EXPLAN, or, if the planning team prefers, be a more complete list of terms that may be encountered during the exercise process.
- **Local Maps.** This annex includes maps providing directions to the exercise locations.

#### 4.2.8 Develop Control Organization and Control Staff Instructions

The control structure for the exercise must be developed, and plans must be made for controller training and briefings. The control structure will be similar for all exercises, with some controllers assigned to specific locations and others located in the SIMCELL. Mock Media will move from location to location as required to support the exercise goals. After the XPAs are confirmed and the scenario and COSIN developed, the Exercise Co-Directors finalize the number of controllers and types of expertise needed. To the maximum extent possible, local jurisdictions are encouraged to provide personnel to act as controllers in the SIMCELL. Due to their local knowledge and understanding of the community, local participation aids in portraying realistic simulations.

The COSIN provides instructions and information required only by the exercise control staff. To avoid an artificial exercise response, the scenario will not be divulged to players in advance, with the exception of trusted agents. Release of any portion of the COSIN to players or unauthorized persons is prohibited.

Each COSIN is structured to reflect the requirements and design of a specific exercise. The COSIN usually contains the following:

- Introduction
- Exercise Overview
- Exercise Control and Management
- Orientation Training and Meetings
- Control Communication
- Scenario

- Exercise Evaluation and Documentation
- Expected Key Events Timeline
- Controller Checklist for Key Event and Status Reports to SIMCELL
- On-Post Medical Control/Evaluation Guide

#### **4.2.9 Develop Communication Directories**

Exercise Communication Directories provide evaluators, controllers and players the telephone number to be used to contact each other. There are two types of communication directories:

- **Player Communication Directory.** This directory supplements the playing organizations' real communication directories by providing telephone number for non-participating entities.
- **Evaluator/Controller Directory.** This directory provides telephone numbers and radio call signs to facilitate communication between evaluators, controllers, SIMCELL and Co-Directors.

#### **4.2.10 Develop Plans for Observers**

The Co-Directors will develop detailed plans to accommodate observers. These plans are included in the EXPLAN and should address:

- Exercise observers' attendance is requested through the Exercise Co-Directors, who coordinate the observer's presence with the jurisdiction(s).
- Co-Directors arrange for knowledgeable escorts and transportation for observers. Observers will follow the guidance provided by their assigned escorts.
- Observers will not play in the exercise and may pose questions only to their designated point of contact. Observers are "invisible" to players.
- The Exercise Co-Directors will provide distinctive identification for all observers. Any special requirements of observers will be brought to the attention of the Exercise Co-Directors.
- Observers will be provided with travel information to include transportation, lodging, and meals. Observers will be responsible for making their own travel, lodging and meal arrangements.
- Observers may be provided briefing materials, handouts, and possible special exhibits or demonstrations as appropriate.

#### **4.2.11 Develop CSEPP Public Affairs Plan For Real World Media Coverage Of Exercises**

A detailed exercise public affairs plan for real world media coverage of exercises will be developed for each exercise. The Army, FEMA, installation, state, and local public affairs representatives must take an active role in the development of this plan. Input from the planning team will be necessary when developing schedules for media briefings, tours and other activities. The exercise public affairs plan for real world media coverage of exercises must be delivered to the Exercise Co-Directors in time for inclusion in the EXPLAN. Refer to Appendix B, the CSEPP Exercise Public Affairs Plan For Real World Media Coverage Of Exercises, which gives additional information on the development of a site specific plan.

#### **4.2.12 Arrange Logistics**

Appropriate logistical arrangements (e.g., lodging, schedules, rooms for meetings with evaluators and controllers, installation of equipment) must be made under the direction of the Exercise Co-Directors. The timing on these will vary according to the task.

#### **4.2.13 Prepare and Distribute Exercise Information Packages**

Exercise Co-Directors will have exercise packets prepared for each non-playing participant. Information includes the individual's assignment, the exercise schedule, and logistics arrangements. Forms, guidance materials, and location-specific information (including maps, portions of the applicable emergency plans and procedures, applicable portions of previous evaluation reports, and XPAs) may also be provided. Electronic copies of EXPLANS, COSINs, EOPs/SOPs and other materials, if available, will be provided 14 days in advance of the exercise to appropriate individuals.

#### **4.2.14 Pre-Exercise Orientation and Training**

Upon arrival evaluators and controllers will register, receive badges and equipment (e.g., radios, cellular phones, protective masks), and be provided exercise and location-specific information. Various meetings may be held during exercise week for players, evaluators and controllers.

#### **4.2.15 Evaluator and Controller Meetings**

Co-Directors will provide time, location and attendance requirements for the meetings. Representatives from the installation and state and local organizations may be asked to provide some of the information. The following topics should be considered for inclusion at these meetings:

- Purpose and scope of the exercise
- Concept of operations
- XPAs
- Schedule for exercise play and other exercise week activities
- Contingency plan for real world emergencies
- Safety requirements
- MSEL
- Exercise scenario, including initiating event and expected impact
- Basic demography, geography, political boundaries, and emergency planning zones
- Location of various facilities, field activities
- Overview of emergency response plans and procedures
- Evaluation and control teams' structure
- Operation of SIMCELL
- Communications, including radio and telephone protocols, use of communications directories
- Evaluator and controller assignments, reporting requirements, instructions, including release process for controllers and evaluators
- Report writing requirements, including form and content
- Real world public affairs plan, telephone numbers for CSEPP real world public affairs contacts
- Role of the Mock Media
- Observer plans
- Protocol, including wearing of identifying badges, safety equipment, appropriate dress, media interaction, participant interactions, and pre-exercise site visits

#### **4.2.16 Players' Briefing/Site Visit**

Players should be briefed by the Exercise Co-Directors or by the evaluators and controllers who have been assigned to that location. In some cases, a member of the player's organization, who has been previously briefed, will brief members of his or her organization. A briefing guide/check list is provided to the lead evaluators to aid in briefing the players. The briefing may include the following:

- Purpose and scope of the exercise
- Confirmation of the XPAs
- Introduction of the evaluation/control team and structure
- Time frame of exercise
- Safety requirements
- Exercise weather information
- Clarification of items in emergency operations plans which are unclear or have been modified
- Description of evaluation process
- Procedures for any variations to the XPA and simulations
- Explanation of purpose of exercise control and SIMCELL and how they work
- Distribution of player's communications directories and explanation of their use
- Description of badging system for evaluators, controllers, and observers, and their interactions, if any, with players
- Identify parking location for evaluators/controllers
- Arrival times for evaluators/controllers at all locations
- Security and/or sign-in procedures
- Status of previous FRCAs
- Current EOPs/SOPs/MOUs/MOAs
- Time clock location/synchronization (EMIS/FEMIS Clock)
- Verify phone numbers, check date/time of FAX machines
- Verify SIMCELL phone numbers and ability to contact, including FAX machine
- Location of evaluators/controllers during exercise
- Verify dedicated phone for use of controller during exercise
- Public affairs plan for real world media coverage
- Role of the Mock Media
- Schedule for and explanation of post-exercise meetings (e.g., exit interviews/briefing, players' self-assessment, other meetings)
- Arrangements for data collection for use in report writing
- Identifying point of contact and phone number for clarification/verification after departing EOC/field sites
- Follow-on field location visits
- Schedule for issuing exercise report

## **4.3 EXERCISE PHASE ACTIVITIES**

### **4.3.1 Exercise Control**

The Exercise Co-Directors have responsibility for the conduct of the exercise. They resolve problems that arise with controllers, players, and XPAs. The Exercise Co-Directors begin and end the exercise. Under the direction of the Exercise Co-Directors, the controllers are responsible for initiating and overseeing the exercise play, and keeping exercise activities on track. Controllers implement the information (implementers, messages, accident scene, victims, etc.) developed during the pre-exercise planning phase. Controllers relay administrative information on the exercise progress to the players and inform them when play ends. Controllers also relay information on the timing of significant events

demonstrated by the jurisdictions to the SIMCELL to ensure proper timing of implementers and keep the Co-Directors informed of exercise progress.

#### **4.3.2 Evaluator Activities**

During the exercise, the evaluators observe the players' activities, make appropriate notes, and record the time. During the exercise and after the exercise has ended (ENDEX), the evaluators collect copies of the records produced by players. These records include sign-in sheets, player and computer logs, Emergency Alerting System (EAS) messages, incoming/outgoing FAXs, press releases, etc. If the exercise requires more than one shift of evaluators, each evaluation team meets at the end of each evaluator shift to discuss exercise play. For shorter exercises, the team meets at the end of the exercise. After the exercise and with the concurrence of the participating agency, the team meets with the players to have a general debrief discussing the exercise in general, their exercise play, strengths and any problem areas. The team leader will inform the players that these are preliminary results and that the evaluation team will make recommendations to the Exercise Co-Directors.

#### **4.3.3 Observers and Media Activities**

While the exercise is being conducted, the observer and real world media schedules will be carried out. Questions and problems involving observers and media should be referred to the Exercise Co-Directors.

### **4.4 POST-EXERCISE PHASE**

#### **4.4.1 Hot Wash**

Following the conclusion of exercise play the exercise evaluation team should meet with the players to discuss the exercise. The meeting should be informal and open, with players encouraged to discuss their activities and ask questions. The evaluators are encouraged to clarify questions they have about the exercise play at their location. The evaluators provide the players with initial observations on their portion of the exercise and should stress that the information provided during the hot wash is preliminary. The evaluators use the information obtained from the meeting to assist in their analysis. Arrangements for this meeting should be made before the exercise.

#### **4.4.2 Post-Exercise Evaluator Data Review**

As soon as feasible after the hot wash, each evaluator and controller will collate, assemble and review collected data. Subsequently, each team will meet to review and discuss the collected data and evaluators' notes. Data discrepancies and contradictions are identified and will be resolved as quickly as possible. Preliminary analyses of the intra-jurisdictional impacts of player actions are discussed and issues identified.

#### **4.4.3 Co-Directors Team Meeting**

The Exercise Co-Directors may conduct a jurisdictional team leader meeting. This forum is an opportunity to exchange and validate information and provides preliminary identification of inter-jurisdictional issues.

#### **4.4.4 Develop Timelines**

Timelines document the chronology of events demonstrated during the exercise that are required to conduct the analysis. These timelines assist in evaluating time-sensitive actions, such as alert and notification, and assessing the coordination between different locations of play.

#### **4.4.4.1 Develop Jurisdictions' Timeline**

The jurisdictional evaluation teams will develop a consolidated jurisdiction timeline from the evaluators' data, using the software template provided during exercise preparation. This timeline must accurately depict the jurisdictions' response times and actions taken. Each entry in the timeline will identify the applicable ROS. Timelines will be sorted and printed by time and ROS. The jurisdictional report will be developed using the data from these emergency response timelines. The timeline must be developed and submitted according to the Co-Directors' directive.

#### **4.4.4.2 Develop Significant Events Timeline**

A jurisdictional significant events timeline will be developed by adding the times captured during the exercise by the evaluators to the significant events list defined by the exercise planning team and provided by the Exercise Co-Directors. Significant events include as a minimum:

- Initial Report of the CAI
- Classification of the CAI
- Hazard Analysis
- On-Post PADs
- Communication of Off-Post PARs
- Alert and Notification On-Post
  - Sirens
  - TARs
  - Route Alerting
  - NAWAS
- Alert and Notification Off-Post
  - Sirens
  - TARs
  - Route Alerting
  - EAS messages
  - NAWAS
- Off-Post PADs
- Notifications of CAI
- JIC Activation/Operational
- Meet the Press
- Declarations of Emergency
- TCP/ACP Establishment
- Decontamination Stations
- Reception Center and Shelter Establishment

#### **4.4.5 Exercise Report**

The CSEPP exercise report documents the results of the exercise. The report provides a means for recommending improvements, tracking performance and addressing FRCAs noted in prior exercises. The exercise evaluation and development of the exercise report consists of analysis from the evaluators who observed the exercise play, and may include player self-assessment. Development of accurate, useful information requires cooperation and candor between the evaluators, controllers and players. The format for and guidelines concerning content of the exercise report are found in Appendix A. For FMEs, the Army and FEMA Co-Directors are responsible for developing and publishing the exercise report. For AYEs, the Army and designated off-post Co-Directors are responsible for developing and publishing the exercise report. The Exercise Co-Directors have the flexibility to include additional information in the report that will be of use to the jurisdictions.

#### **4.4.6 Analysis and Draft Report Development**

The jurisdictional team initiates the analysis process of the jurisdictions' performance and begins the write-up. The information for this analysis will come from the evaluators' notes, collected documentation, the jurisdictional timelines, and additional information obtained in post exercise meetings. Evaluators should identify potential FRCAs and Observations (see Section 3.3.5). Potential FRCAs and Observations should be described, documented, and related to a specific reference (as applicable). Recommendations for correcting identified problems will be included in the draft jurisdictional write-ups. The draft jurisdictional write-ups are then completed. Evaluators must ensure that the information is accurate prior to submission to the jurisdictional team leaders.

At the discretion of the exercise Co-Directors, a Report Coordinator(s) will be recruited to assist the Co-Directors in collecting, reviewing, and editing jurisdictional and community narrative summaries. The Report Coordinator(s) and/or Co-Directors discuss the exercise results with the jurisdictional team leader(s) to ensure that the FRCAs and Observations noted are valid and consistent with the XPAs and other factors.

Designated jurisdictional team evaluators will meet with community ROS teams to discuss issues. The community ROS teams analyze the jurisdiction's input and develop the community narrative summary (by ROS).

As with the jurisdictional report, the Report Coordinator(s) and/or Co-Directors and community ROS team leaders should discuss the potential FRCAs and Observations before they finalize their draft community ROS narrative summaries.

#### **4.4.7 Community Briefing**

The Exercise Co-Directors should hold, as requested by the community, a joint review meeting with representatives from the installation, state, and off-post jurisdictions. The Co-Directors will provide the community their preliminary analysis of the exercise and deliver the draft report. Potential FRCAs and Observations identified during the exercise may be discussed. This meeting also provides an opportunity for group discussion of recommendations for resolving the FRCAs. If a joint review is not done, the Co-Directors will meet with the jurisdictions to provide their preliminary analysis of the exercise and deliver the draft report. Since the draft report may contain unresolved issues, it is considered a working document and must be held in confidence by participating organizations.

#### **4.4.8 Final Exercise Report**

The report review period is described in Section 3.3.6. The draft report requires review and comment by the playing organizations and the development of an action plan to correct FRCAs. Corrective action plans and comments from off-post jurisdictions shall be routed through the state before being sent to the off-post Co-Director for incorporation in the final report. The installation corrective



action plan will be provided to the Army Co-Director. Corrective action plans will be incorporated into the final report. The distribution of the final report will not be delayed simply for the inclusion of the corrective action plans.

The Exercise Co-Directors sign the final report and authorize its release and distribution.

#### **4.4.9 Track Findings Requiring Corrective Actions**

All FRCAs will be assigned an identifying number (see Appendix A) and be listed in the exercise report. The CSEPP community will implement the corrective actions. The Exercise Co-Directors, in coordination with the CSEPP community, will track actions taken to resolve the FRCAs (at least on a quarterly basis).

When planning starts for the next exercise, the Exercise Planning Team should consider including opportunities to demonstrate emergency response capabilities that may clear FRCAs remaining open from previous exercises.

*This page not used.*

## 5. REFERENCES

- DA (U.S. Department of the Army) PAM 50-6, 17 May 1991. *Chemical Accident or Incident Response and Assistance (CAIRA) Operations*.
- DA (U.S. Department of the Army) AR 50-6, 26 June 2001. *Chemical Surety*.
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). "Memorandum of Understanding Between the Department of the Army and the Federal Emergency Management Agency", 8 October 1997.
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 8, 23 April 1993, "Review of CSEPP Exercise Initiating Events".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 9, 23 April 1993, "Public Information in Connection with CSEPP Exercises".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 11R, 7 November 1995, "Compensation for Volunteer CSEPP Exercise Participants".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). CSEPP Policy Paper No. 13, 7 November 1995, "Elimination of Dual Exercise Types".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency) CSEPP Policy Paper No. 14, 31 December 1997. "Designation of Public Affairs as Core Objective".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency) CSEPP Policy Paper No. 16, 8 April 1998, "CSEPP Exercise Modified Schedule".
- DA/FEMA (U.S. Department of the Army and Federal Emergency Management Agency). "Addendum to Policy Paper 16", 25 November 1998.
- FEMA (Federal Emergency Management Agency) *Planning Guidance for the Chemical Stockpile Emergency Preparedness Program*, 17 May 1996.
- ORNL (Oak Ridge National Laboratory). *Chemical Stockpile Emergency Preparedness Program Exercise Program*, Oak Ridge, TN, 23 February 1994.
- PL 96-510 Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA), Section 104, 42 USC 9604, Washington, D.C.
- PL 99-145 Department of Defense Authorization Act for 1986, 50 USC 1521, Washington, DC.
- PL 104-201 Department of Defense Authorization Act for 1997, Section 1076, requiring establishment of site-specific IPTs as a management tool for CSEPP.

*This page not used.*

**APPENDIX A**  
**OUTLINE OF EXERCISE REPORT**

*This page not used.*

## APPENDIX A

### OUTLINE OF EXERCISE REPORT

This appendix is provided as guidance for preparing the final exercise reports for Federally Managed/Alternate Year CSEPP exercises. The format and guidelines for the scope and content will be used in each CSEPP exercise report. Exercise Co-Directors must include the basic contents, but they may modify the format and include additional information that will be of use to the jurisdictions involved.

#### A.1 REPORT CONTENTS

- Cover Sheet
- Table Of Contents
- Section 1 - Introduction
  - Exercise Overview
  - Scenario Description
  - Significant Events Timeline
- Section 2 – Community Analysis
  - Narrative Summary By Response Operating System (ROS) For The Community
  - Community Findings Requiring Corrective Actions (FRCAs) And Observations Identified In The Exercise
- Section 3 – Jurisdictional Analyses
  - Narrative Summary By ROS For Each Jurisdiction
  - Jurisdictional FRCAs and Observations Identified in the Exercise
- Section 4 – FRCAs, Observations and Action Plans
  - List of FRCAs And Observations Identified in the Exercise
  - Action Plans
- Appendices
  - Appendix 1 – Community Profile
  - Appendix 2 – Annual Exercise Recaps
  - Appendix 3 – Acronyms and Abbreviations
  - Appendix 4 – Distribution

#### A.2 REPORT FORMAT

The following sections describe the format for each of the above items.

##### A.2.1 Cover Sheet

The cover sheet should include:

- The title of the exercise, including type of exercise
- The date of the exercise
- The date of the report
- Indication that the report is "draft" if applicable

## **A.2.2 Table of Contents**

The table of contents should show the title and page number for each section in the body of the report and also contain a list of figures and page number for each.

## **A.2.3 Section 1 - Introduction**

The Introduction should provide:

- An exercise overview:
  - Provides a brief description of who (i.e., the major response organizations and jurisdictions participating), what, when, and where concerning the conduct of the exercise; and,
  - A paragraph stating that if there are questions regarding this report, they should be addressed to the Exercise Co-Directors (include names, addresses, and phone numbers).
- A brief outline of the exercise scenario, including the time and location of the initiating event.
- The significant events timeline as defined in Chapter 4, Section 4.4.4.1.

## **A.2.4 Section 2 – Community Analysis**

The Community Analysis is a report written and organized by ROS for the entire community describing that community's response to the exercise scenario. This is where systemic community problems are identified and discussed, and those that rise to a level that impact the community as a whole are defined as FRCAs. For each FRCA and Observation cited, a short title, a discussion that substantiates what occurred, and a recommendation are to be provided. For each FRCA a reference to a specific plan, policy or guidance item is to be provided.

## **A.2.5 Section 3 – Jurisdictional Analyses**

The Jurisdictional Analyses are detailed reports describing the jurisdiction's response to the exercise scenario written and organized by ROS. This is where jurisdictional problems are identified and discussed. Recommendations for correcting identified problems should be made in the jurisdictional write-ups. Any FRCAs and Observations should be described, documented, and related to a specific reference (as applicable). For each FRCA and Observation cited, a short title, a discussion that substantiates what occurred, and a recommendation are to be provided. For each FRCA a reference to a specific plan, policy or guidance item is to be provided.

The analyses should be organized in the following manner:

- Army Installation;
- Immediate Response Zone (IRZ) County(s) where the Army Installation is located;
- Additional IRZ Counties;
- Protective Action Zone (PAZ) Counties (alphabetical order);
- State where the Army Installation is located;
- IRZ County in State where the Army Installation is not located (Benton Co. WA);
- PAZ Counties in State where the Army Installation is not located (Illinois or Washington) (alphabetical order);
- State where the Army Installation is not located (Illinois or Washington);
- Any other jurisdiction.



**A.2.6 Section 4 – Findings Requiring Corrective Actions, Observations and Corrective Action Plans**

The section should include:

- A brief listing, in table format, of FRCAs and Observations by jurisdiction.
- The action plans, in table format, developed by the jurisdictions. Each action plan lists all FRCAs for that jurisdiction by short title, the corrective action for each FRCA, any comments the jurisdiction wishes to make on the FRCA, the title of the person or office within the organization responsible for correction, and a projected completion date (see Fig. A-1). Each action plan should be dated. This compilation of plans will serve as the basic tracking document. The initial date is noted and remains until the FRCA is cleared. The fact that the activity was not demonstrated in the subsequent years will also be noted, i.e., 2002, 2003, 2004, etc.
  - Note: A number will be assigned to each FRCA for identification purposes throughout the report. The FRCA will be numbered as follows: XX024.1. The "XX" is a two-letter identification of the jurisdiction to which the FRCA applies; "02" is the two-digit calendar year of the exercise. "4" is the ROS designation (1 through 7), in which the finding is reported; and ". 1" is the sequence number for FRCA under the ROS.

**CORRECTIVE  
ACTION PLAN FOR (jurisdiction name)  
[Community and year of exercise]  
[Date of action plan]**

FINDING NUMBER	SHORT TITLE	RESPONSIBLE FOR CORRECTION	COMPLETION DATE																
XX023.1	Call Down Roster	County Emergency Management Director	May 30, 2002																
<p>CORRECTIVE ACTION/COMMENT: Create a new call-down roster for alerting Emergency Operating Center workers.</p> <p>Areas needing improvement (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Training</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Staffing</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Equipment</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Plan(s)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Facilities</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Procedures</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other (specify)</td> <td></td> <td></td> </tr> </table>				<input checked="" type="checkbox"/>	Training	<input type="checkbox"/>	Staffing	<input type="checkbox"/>	Equipment	<input type="checkbox"/>	Plan(s)	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>	Procedures	<input type="checkbox"/>	Other (specify)		
<input checked="" type="checkbox"/>	Training	<input type="checkbox"/>	Staffing																
<input type="checkbox"/>	Equipment	<input type="checkbox"/>	Plan(s)																
<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>	Procedures																
<input type="checkbox"/>	Other (specify)																		

**Fig. A-1. Example of a Corrective Action Plan for a jurisdiction.**

## **A.2.8 Appendices**

### **A.2.8.1 Appendix 1 – Community Profile**

The profile is a community assessment prepared at least 45 days before the exercise and incorporated into the EXPLAN and Final Exercise Report.

### **A.2.8.2 Appendix 2 – Annual Exercise Recaps**

The recaps are a short review of the prior two exercises and will be prepared at least 45 days before the exercise and incorporated into the EXPLAN and Final Exercise Report.

### **A.2.8.3 Appendix 3 – Acronyms and Abbreviations**

This list should include all acronyms and abbreviations used in the report.

### **A.2.8.4 Appendix 4 – Distribution**

This list should include all recipients of the report, including their addresses and the number/format of reports provided. A limited number of printed Final Reports will be distributed. The majority of Final Reports will be distributed in an electronic format.

**APPENDIX B**

**CSEPP PUBLIC AFFAIRS PLAN FOR REAL WORLD**

**MEDIA COVERAGE OF EXERCISES**

*This page not used.*

## APPENDIX B

### CSEPP PUBLIC AFFAIRS PLAN FOR REAL WORLD MEDIA COVERAGE OF EXERCISES

#### **B.1. Purpose:**

To provide guidance and procedures for real world media and public information activities related to CSEPP exercises. The exercise provides the real world media an opportunity to understand the capabilities and effectiveness of emergency public information systems, plans, procedures, facilities, and personnel. An effort should be made to interest the real world media in the exercise and allow them controlled access to exercise play.

#### **B.2. Goals:**

Develop a site-specific real world media plan to insure that real world media interactions in the exercise are coordinated, integrated and controlled to minimize their impact on exercise play.

Afford the real world media the opportunity to observe the exercise to understand that federal, state and local governments, through a comprehensive exercise program, have an organized means of responding to and recovering from a chemical accident/incident (CAI).

#### **B.3. Objectives:**

Real world media coverage of CSEPP exercises provide the opportunity for the CSEPP community to:

- Demonstrate that plans and procedures exist which can be relied upon to respond to a CAI.
- Demonstrate the ability to disseminate information to the public and real world media in the event of a CAI.
- Demonstrate that a high degree of cooperation exists among all responding organizations in the dissemination of life-saving information to the public through the real world media and other channels.
- Inform the public about government and volunteer response capabilities in the event of a CAI.
- Generate interest in individual and family emergency preparedness activities as they relate to a CAI and to learn proper responses.
- Increase the awareness of the public living in the vicinity of the chemical weapons stockpiles of the risk posed by the stockpile
- Provide participating organizations and volunteers with public recognition for their serious commitment to multi-hazard preparedness of local, state, federal and volunteer agencies.
- Sensitize the real world media, local officials and the general public to the critical role of the real world media in a community's disaster response and recovery plan.

#### **B.4. Guidelines For Response To Real World Media Interest:**

- All real world media exercise activities shall be closely coordinated with the exercise planning team and included as a part of the exercise plan. Exercise Co-Directors shall approve variations to the coordinated activities in the exercise plan.
- The exercise planning team is responsible for real world media coordination.
- Real world media exercise involvement will be encourage through a combination of multi-media public affairs activities aimed at various target groups. These activities may include news releases, formal briefings, displays and guided tours. Attachment B-1 lists a variety of potential activities, which may be adapted to each exercise event.
- Specific strategy and timing for each activity will depend upon a variety of local conditions, (e.g., number and level of real world media and public interest and number of visitors, etc.) Attachment B-2 provides suggested timelines for publicity activities.
- All contact with real world media should be through the appropriate public affairs officer(s). (PAO\_/public information officer(s) (PIO) telephone numbers should be provided to all persons involved in the exercise.
- All real world media briefings and tours should include the admonition that the real world media should not question players, controllers or evaluators or interrupt exercise play in any way. In addition, all exercise staffs, players, controllers and evaluators should be briefed on the how contact with or queries from real world media should be handled. The Exercise Co-Directors must approve any variations in this procedure in advance.
- As with any exercise, the purpose is to test communications and response capabilities and to determine where improvements in coordination and capability are necessary. The real world media should be discouraged from viewing the exercise as an "exam" with a specific grade. In its simplest form, "If opportunities for improvement are found, the exercise will be a success."
- All organizations should be prepared to respond to real world media interest in the exercise and make provisions to meet the needs of the real world media outside of exercise play. This requires providing staff, materials and facilities to deal with real world media interest without affecting exercise play and with only minimal involvement of exercise participants, including public affairs exercise players involved in the exercise. (See Attachment B-3)
- In coordination with the exercise planning team, the real world media should be allowed controlled access to the exercise environment for photographic purposes and to determine for themselves the extent of realism being demonstrated. This will be accomplished through escorted tours of the exercise area or an area set aside which allow real world media to view the exercise but limits their interaction with exercise participants. Before real world media are taken to an on-post site, they must be cleared by post security, prior to the day of the exercise. Areas to be considered for visits or tours could include:
  - Joint Information Center (JIC)
  - County Emergency Operating Center (EOC)
  - Installation EOC
  - Chemical Limited Area, including CAI site(s)
  - Exercise SIMCELL
  - Traffic Control Point (TCP)/Access Control Point (ACP)
  - Reception Center/Shelters
  - Decontamination Site
- The PAOs/PIOs from other CSEPP Communities, because of their knowledge and experience, can serve as real world media escorts if sufficient local PAOs/PIOs are not available.

- Technical experts should be available at the various exercise locations to assist the real world media escorts in addressing inquiries.
- The real world media shall not attend the Mock Media news conferences, briefings, interviews or other activities or interactions with the players during the CSEPP exercise.
- Every effort should be made to gauge the potential level of real world media interest and allocate personnel and resources necessary to meet the needs of the real world media.
- The exercise planning team should prepare real world media kits. See Attachment B-3 to this plan for suggested real world media kit materials.
- Organizations should designate a location for real world media activities, such as briefings and interviews. This location will be separate from but in close proximity to exercise play. This will allow for briefings and interviews without interrupting exercise play but also allow for real world media to view the exercise.

#### **B.5. Pre-Exercise Real World Media Release.**

A news release should be prepared by the host jurisdiction announcing the time, date, location, purpose and general scope of the exercise. The release also should include supplementary detail on the exercise, planning, exercise preparations, participants, and facilities of interest. The release will be coordinated among other participating organizations prior to being issued. Agreement should be reached on who issues the initial release. It should be distributed to the real world media at a date and time to be agreed upon prior to the exercise and be available for handout, along with other materials, during the exercise.

## Attachment B-1

### Recommended Activities

#### **PRE-EXERCISE:**

**REAL WORLD MEDIA ADVISORY:** An advisory with background materials designed to heighten the interest of the real world media, should be sent to local real world media. Invite real world media to cover the exercise, set briefing and tour times specifically tailored for the real world media.

**NEWS RELEASE:** Develop and send out a news release that announces the CSEPP exercise detailing the expected activities and the times and dates they will occur. Follow-up with phone calls two days later to encourage support and coverage.

**PRE-EXERCISE BRIEFING:** Provide a detailed briefing the day before or the morning of the exercise for the real world media. The briefing will provide guidelines for interaction with the players, scenario overview, tour details, and media kits as well as answer their specific questions.

#### **DURING EXERCISE:**

**TOURS, BRIEFINGS:** Have a well-organized tour and briefing program with skilled and informed briefers and tour guides. Tours should include critical areas (as identified above in section B.4.) such as EOCs and JIC, etc. Consider any "site" which is visually interesting. These activities should be coordinated with the exercise planning team.

#### **POST-EXERCISE:**

**POST-EXERCISE NEWS RELEASE:** Consider this as an opportunity to acknowledge the support, hard work and dedication of responders, volunteers, and public officials.



Attachment B-2

Suggested Timelines for Public Affairs  
Support to CSEPP Exercise

Recommend X  
Days before/after  
Exercise

- ED -270      Review finalized XPAs.
- ED -180      Develop site-specific CSEPP public affairs plan for real world media participation in exercises.
- ED -90.      CSEPP Community PAOs/PIOs meet to finalize preparations and planning for real world media. Determine need and order materials for real world media kits and briefings. Meet with exercise planners and arrange interviews, identify technical experts, spokespersons and tour guides.
- ED -30.      Finalize and send real world media advisory. Real world media advisory should explain the purpose of the exercise and encourage real world media assistance in heightening public awareness.
- Finalize arrangements for briefers, spokespersons, tour guides, etc.
- ED -7      Finalize real world media kits and briefings.
- Send news release and follow-up.
- ED -2      Contact local real world media points of contacts, such as, assignment or managing editors and beat reporters and provide information for real world media use in scheduling.
- Confirm arrangements for public affairs management and tour escorts.
- ED -1      As appropriate, contact real world media, encourage their coverage of the exercise and schedule real world media briefings
- ED      Distribute real world media kits, coordinate interviews and escort real world media through tour sites.
- ED +1      Develop and send post-exercise news release

## Attachment B-3

### Real World Media Kits

A real world media kit should include the following material packaged appropriately:

- A copy of the news release that explains the exercise, date, schedule of events and extent of exercise play. This news release should have been previously coordinated with the exercise planning team.
- Background materials on the organizations involved in the exercise.
- Charts, graphs and visual displays, as appropriate, showing lines of communication, maps of exercise area and real world media starting point, etc.
- Background materials on the stored chemical agents
- Layout plan for tour sites
- Appropriate fact sheets/brochures, etc.
- Expected timeline for the exercise
- Badges

**APPENDIX C**  
**CSEPP RESPONSE OPERATING SYSTEMS**  
**AND**  
**PERFORMANCE EVALUATION GUIDES**

*This page not used.*

**APPENDIX C**

**CSEPP RESPONSE OPERATING SYSTEMS  
AND PERFORMANCE EVALUATION GUIDES**

**CONTENTS**

C.1 BACKGROUND ..... C-5

C.2 ORGANIZATION OF APPENDIX C..... C-5

C.3 DOCUMENTS USED AND CITED..... C-5

C.4 GUIDE TO USING THE EXERCISE EVALUATION MATERIALS ..... C-5

    C.4.1 Response Operating Systems and Performance Evaluation Guides..... C-5

    C.4.2 Jurisdictions’ Timeline Form ..... C-5

    C.4.3 Narrative Summary Worksheets ..... C-5

    C.4.4 Submission of Completed Evaluation Forms..... C-6

C.5 LIST OF RESPONSE OPERATING SYSTEMS AND PERFORMANCE EVALUATION  
GUIDES ..... C-6

    C.5.1 Emergency Assessment ..... C-6

    C.5.2 Accident Site Hazard Mitigation ..... C-7

    C.5.3 Emergency Management ..... C-7

    C.5.4 Protection..... C-8

    C.5.5 Victim Care..... C-8

    C.5.6 Evacuee Support ..... C-9

C.6 RESPONSE OPERATING SYSTEMS AND PERFORMANCE EVALUATION GUIDES... C-11

*This page not used.*

## **C.1 BACKGROUND**

This appendix describes the Integrated Performance Evaluation (IPE) method of observing, analyzing, and reporting annual CSEPP exercises. The IPE's goal is to provide a more comprehensive summary of a community's exercise response. The main purpose of this guide is to provide evaluators with a reference document on IPE methodology and its use during CSEPP exercises.

## **C.2 ORGANIZATION OF APPENDIX C**

This appendix contains a guide to using the evaluation materials (paragraph C.4), a list of the exercise Response Operating System (ROS) and the Performance Evaluation Guides (PEGs) (paragraph C.5), and a description of the ROSs and PEGs, and the evaluation forms (paragraph C.6).

## **C.3 DOCUMENTS USED AND CITED**

References for the ROSs and PEGs are located at the end of the Exercise Policy And Guidance document (Section 5. References) and at the bottom of each PEG.

## **C.4 GUIDE TO USING THE EXERCISE EVALUATION MATERIALS**

The exercise evaluation materials are outlined below. The materials provided are *Performance Maps, Inputs and Conditions* for each ROS; *PEGs*, including the *Steps* that are performed and decisions made that lead to the *Expected Outcomes* for the *Task; Jurisdictions' Timeline Form; and Narrative Summary Worksheet*.

### **C.4.1 Response Operating Systems and Performance Evaluation Guides**

Emergency ROSs and PEGs are used in planning and evaluating each CSEPP exercise. A series of tasks, or PEGs, has been prepared for each emergency ROS to aid the evaluator in preparing to collect the data needed to determine if each response function was successfully demonstrated in an exercise. The PEGs are to be used by the evaluators before, during and after the exercise to assist in the analysis of the community response. The Evaluator should observe the activities and not use the PEGs as a checklist during the exercise.

### **C.4.2 Jurisdictions' Timeline Form**

The jurisdictional evaluation team will develop a consolidated jurisdiction timeline from the evaluators' data, using the software template provided during exercise preparation. This timeline must accurately depict the jurisdictions response times and actions taken. Each entry in the timeline will identify the applicable emergency ROS. The jurisdictional team leader will sort and print the timeline by emergency ROS. The jurisdictional report will be developed using the data from these emergency response timelines and the evaluators' notes. The timeline must be developed and submitted according to the Co-Directors' directive.

### **C.4.3 Narrative Summary Worksheets**

Narrative Summary worksheets are prepared by the jurisdictional evaluation team to document the analysis of the jurisdiction's response performance. Specifically, the Narrative Summary worksheets are used to:

- Summarize the jurisdictional performance;
- Identify noteworthy performance;
- Identify problems in performance of the responding organizations, including those that have a potential impact on the protection of public health and safety (i.e., "Findings Requiring Corrective Action" (FRCA));
- Identify specific measures that could improve an organization's level of preparedness; and
- Indicate whether previous FRCA at the evaluator's location have been corrected.

For a FRCA, the evaluator also must provide a reference to the applicable regulation or guidance document. The worksheet also provides space for the evaluator to make a recommendation for FRCAs. The evaluator should describe and document FRCA and indicate his/her opinion as to the severity of the FRCA. However, the final recommendation for classification of FRCAs is the responsibility of the Exercise Co-Directors who also will consider information received from other evaluators.

#### **C.4.4 Submission of Completed Evaluation Forms**

The Jurisdictional Team Leader will submit their completed Jurisdictional Timeline and Narrative Worksheets to a designated person, usually a report coordinator. The designated person will review the completed forms to make sure that the evaluation team has provided all appropriate data and information.

### **C.5. LIST OF EXERCISE RESPONSE OPERATING SYSTEMS AND PERFORMANCE EVALUATION GUIDES**

This section contains a detailed description of each of the six exercise *ROS*s and their *PEG*s. Each *ROS* has an associated *Performance Map*, a list of *Inputs* and *Conditions* that apply to the *PEG*s. Each *PEG* identifies the related *Task*, *Element*, *Expected Outcomes*, *Steps*, and applicable *References*. The *Performance Map* is a tabular description of the flow of *Tasks* in a *ROS* and the relationship between the *Tasks*. The *Tasks* are arranged, by performance location, from top to bottom in the approximate chronological order in which they are accomplished. Each *Task* block corresponds to a *PEG*.

The six *ROS*s and associated *PEG*s to be used in CSEPP exercises are listed below.

#### **C.5.1 Emergency Assessment**

- A.1.1.E Collect Input for Hazard Analysis
- A.1.2.E Make Hazard Assessments and Predictions
- A.1.3.E Determine CENL and Off-Post PAR
- A.1.4.E Notify Off-Post 24-Hour Warning Points or EOCs
- A.1.5.E Notify Government Agencies and Officials
- A.1.6.E Report Events and Decisions to Headquarters
- A.1.7.F Set Up Monitoring and Sampling Equipment
- A.1.8.E Coordinate Monitoring and Sampling Operations (On and Off-Post)
- A.1.9.F Conduct Monitoring and Sampling Operations
- C.1.1.E Receive CENL and PAR from Installation EOC
- C.1.2.F Coordinate Response Phase Monitoring and Sampling



## **C.5.2 Accident Site Hazard Mitigation**

- A.2.1.F Make Immediate Informal Accident Reports
- A.2.2.F Secure the Accident Scene
- A.2.3.F Account for Personnel at and Around the Accident Site
- A.2.4.E Direct and Coordinate Accident Scene Preservation
- A.2.5.F Preserve the Accident Scene
- A.2.6.F Establish and Provide Direction and Control at the Accident Scene
- A.2.7.F Stage Response Teams
- A.2.8.F Conduct Firefighting Operation at the Accident Scene
- A.2.9.F Conduct Release Control Operations
- A.2.10.F Mitigate the Effects of the Agent Release

## **C.5.3 Emergency Management**

- A.3.1.E Activate, Expand and Operate the EOC
- A.3.2.E Direct and Control Response Operations
- A.3.3.E Stand Up and Command the Initial Response Force (IRF)
- A.3.4.E Perform Duties as the Federal On-Scene Coordinator
- A.3.5.E Direct and Control Protection of the On-Post At-Risk Population
- A.3.6.E Direct and Control Protection of the On-Post General Population
- A.3.7.E Direct and Control Protection of Special Populations
- A.3.8.F Direct and Control Distribution of Supplies and Equipment
- A.3.9.E Request and Coordinate Additional Response Support
- A.3.10.E Make On-Post Reentry Decisions
- A.3.11.E Notify the Next-of-Kin
- A.3.12.E Direct and Control Army Public Information Activities
- A.3.13.E Reports to Headquarters PAO
- C.3.1.E Alert and Mobilize EOC Staff
- C.3.2.E Activate and Operate the EOC
- C.3.3.E Support Protective Action Decision Making
- C.3.4.E Direct and Control Activation of Traffic and Access Control Points
- C.3.5.E Direct and Control Protective Actions for Schools and Day Care
- C.3.6.E Direct and Control the Protection of Special Populations
- C.3.7.E Provide Support to the Storage Installation
- C.3.8.E Request Supplementary Assistance
- C.3.9.E/F Track the Location and Status of Patients
- C.3.10.E Direct and Control Public Information Activities
- A/C.3.1.E Conduct EOC Media Operations
- A/C.3.2.J Activate and Operate the JIC
- A/C.3.3.J Provide Emergency Public Information to the Media and the Public
- A/C.3.4.J Provide Emergency Public Information Through Media Releases
- A/C.3.5.E Request and Coordinate PAO Augmentation
- A/C.3.6.J Coordinate Joint and Command Level Media Briefings

#### **C.5.4 Protection**

- A.4.1.E Recommend CENLs, PARs, and PADs
- A.4.2.E Determine On-Post PAD
- A.4.3.E Activate On-Post Indoor and Outdoor Warning Systems
- A.4.4.F Control On-Post Population Movement, Exit, and Entry
- A.4.5.F Assemble, Screen, and Account for the On-Post Population
- A.4.6.E Provide Transportation to Evacuate the Post Population
- A.4.7.F Set Up and Operate the Personnel Decontamination Station
- A.4.8.F Set Up and Operate the Equipment Decontamination Station
- C.4.1.E Make Protective Action Decisions
- C.4.2.E Activate Primary Indoor and Outdoor Warning Systems
- C.4.3 Activate Alternative or Supplementary Warning Methods
- C.4.4.E Select or Prepare Protective Action Messages
- C.4.5.F Conduct Route Alerting
- C.4.6.E Disseminate Protective Action Messages
- C.4.7.F Activate Traffic and Access Control Points
- C.4.8.F Implement Protective Actions for Schools and Day Care
- C.4.9.F Implement Protection of Special Populations

#### **C.5.5 Victim Care**

- A.5.1.F Provide Immediate Emergency Aid at the CAI Site
- A.5.2.F Provide Emergency Triage, Treatment, and Stabilization at CAI Site
- A.5.3.F Victim Status Reports
- A.5.4.E Track the Location and Status of Patients
- A.5.5.F Decontaminate Patients at the CAI Site
- A.5.6.F Prepare Medical Facility to Receive Patients
- A.5.7.F Transport Patients to a Medical Facility
- A.5.8.F Treat Patients at a Medical Facility
- A.5.9.F Collect and Decontaminate Human Remains
- A.5.10.E Coordinate the Disposition of Human Remains
- C.5.1.F Prepare Medical Treatment Facility to Receive Patients
- C.5.2.F Screen Evacuees for Agent Contamination
- C.5.3.F Treat Patients at the Screening Site
- C.5.4.F Decontaminate Potentially Exposed Evacuees
- C.5.5.F Decontaminate Patients at the Screening Location or Medical Treatment Facility
- C.5.6.F Transport Patients to a Medical Treatment Facility
- C.5.7.F Treat Patients at a Medical Treatment Facility
- C.5.8.F Collect and Decontaminate Human Remains
- C.5.9.E/F Coordinate the Disposition of Human Remains

## **C.5.6 Evacuee Support**

- A.6.1.E Arrange for and Provide Counseling and Religious Support
- A.6.2.E Arrange for and Provide Army Claims Services
- A.6.3.E Arrange for and Provide Veterinary Services
- C.6.1.E Direct and Control Reception Center Operations
- C.6.2.F Operate Reception Centers
- C.6.3.E Direct and Control Shelter Operations

*This page not used.*

**C.6**  
**RESPONSE OPERATING SYSTEMS**  
**AND**  
**PERFORMANCE EVALUATION GUIDES**

*This page not used.*

## Response Operating System I: Emergency Assessment

This ROS includes all tasks associated with identifying the hazard, classifying and providing notifications of the hazard and appropriate PARs to offsite agencies, and coordinating and conducting monitoring and sampling operations to further specify the hazard.

### PERFORMANCE MAP

INSTALLATION		STATE/COUNTY	
Field	EOC	Field	EOC
	A.1.1.E Collect Input for Hazard Analysis		
	A.1.2.E Make Hazard Assessments and Predictions		
	A.1.3.E Determine CENL and Off-Post PAR		
	A.1.4.E Notify Off-Post 24-Hour Warning Points or EOCs		C.1.1.E Receive CENL and PAR from Installation EOC
A.1.7.E Set Up Monitoring and Sampling Equipment	A.1.5.E Notify Government Agencies and Officials		
	A.1.6.E Report Events and Decisions to Headquarters		
A.1.9.E Conduct Monitoring and Sampling Operations	A.1.8.E Coordinate Monitoring and Sampling Operations (On and Off-Post)	C.1.2.F Coordinate Response Phase Monitoring and Sampling	

**Task:** A.1.1.E Collect Input for Hazard Analysis

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Hazard analysts are able to assess the seriousness of the CAI, make an initial estimate of the CAI's impact, and produce initial and subsequent hazard assessment and predictions.

**Steps:**

1. Receive and confirm initial reports about the CAI.
2. Request additional information from the CAI site to make an accurate initial hazard prediction.
3. Collect other information to characterize the CAI (e.g., off-site meteorological information and readings from air monitoring devices).
4. Collect information about other hazards of concern (e.g., fire, explosives, other hazardous materials).
5. Continuously review collected data to support the hazard analysis. Request the additional information as required.
6. Continuously monitor reports and other data to change or refine the hazard analysis.
7. Archive all data in formats that allow for quick retrieval and for subsequent analysis, investigation, and official reports.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 11-2, 11-3, and 11-4.



**Task:** A.1.2.E Make Hazard Assessments and Predictions

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Hazard area plots showing risk areas and a predicted hazard wedge; identification of populations at risk; protective action options; monitoring guidance; information on projected plume behavior.

**Steps:**

1. Determine the initial predicted hazard area (wedge). Daily work plan can be used if parameters match CAI.
2. Determine plume direction and length, populations at risk by emergency planning zones, and appropriate protective action options so that the correct CENL is selected and initial protective action recommendations and decisions can be made.
3. Support field operations by identifying areas to monitor at the CAI site.
4. Predict plume behavior (tail/tip times) to aid in protective action decision making
5. Conduct new analyses in near real time to reflect changing conditions and site mitigation efforts.
6. Conduct consequence management analyses to determine if other populations might become at risk, appropriate protection options, and areas to conduct monitoring operations to validate the hypothetical situation.
7. Confirm the validity and reliability of model outputs.
8. Provide model and analysis results to surrounding communities.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 11-2, 11-3, 11-4 and 13-6.

**Task:** A.1.3.E Determine CENL and Off-Post PAR

**Evaluated Component:** Emergency Operations Center Staff/IRFC

**Expected Outcomes:** The IRFC or designated representative decides the optimum PAR for off-post, and announces the recommendation for implementation.

**Steps:**

1. IRFC or designated representative reviews the hazard analysis, CENL and off-post PAR and confirms that they are consistent with the information about the CAI and current meteorology.
2. IRFC or designated representative considers consequence management scenarios to determine their influence on the PAR for the off-post population.
3. The IRFC or designated representative decides the PAR for the off-post area.
4. The IRFC declares the CENL and off-post PAR.
5. The IRFC or designated representative adjusts or cancels the CENL and PAR as appropriate after considering new hazard analyses.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.

**Task:** A.1.4.E Notify Off-Post 24-Hour Warning Points or EOCs

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The off-post 24-hour warning points or EOCs are notified of the CENL and PAR within prescribed time limits.

**Steps:**

1. Make a “heads up” call to the off-post 24-hour warning points or EOCs to alert them to the possibility that a CAI might have occurred. (NOTE: Unless this call includes a CENL and PAR, it does NOT satisfy CAI notification requirements. Also, it does NOT start the notification time clock.)
2. Contact the off-post 24-hour warning points or EOCs and notify them that a CAI has actually or possibly occurred; provide the CENL and the PAR for affected jurisdictions. Provide any other descriptive information required by local agreements
3. Answer appropriate questions with the best available information
4. Confirm telephonic or radio notifications by FAXing a copy of the notification information to the off-post 24-hour warning points and EOCs.
5. Send a system-wide CAI warning.
6. Repeat these steps for each change or cancellation of a CENL or PAR.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.1.5.E Notify Government Agencies and Officials

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Federal, state, and local notification requirements are fulfilled; the governor, local government officials, and local congressional offices are informed about the CAI and significant changes to the situation before the media and the public.

**Steps:**

1. Make initial and follow-up notifications to local, state, and federal government agencies.
2. Contact the governor's office and local congressional offices and inform them of the situation.
3. Notify local government officials of significant changes to the situation and prior to press releases concerning the CAI.
4. Notify the governor's office and local congressional offices of significant changes to the situation and prior to press releases concerning the CAI.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.

**Task:** A.1.6.E Report Events and Decisions to Headquarters

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Reports submitted to headquarters are complete, comprehensive, and on time.

**Steps:**

1. EOC staff prepares reports for submission to headquarters.
2. The IRFC or designated representative reviews and approves reports before they are submitted.
3. Reports are sent by the prescribed mode (e.g., telephonically, electronically, e-mail, or FAX) in time to meet established deadlines.
4. Repeat steps as necessary to satisfy requirements for periodic SITREPs.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.1.7.F Set Up Monitoring and Sampling Equipment

**Evaluated Component:** Monitoring and Sampling Team

**Expected Outcomes:** Monitoring and sampling equipment is operational and ready for deployment when needed. Reliable communication is established between field teams and hazard analysts.

**Steps:**

1. Perform pre-operation checks of vehicles, equipment, and systems.
2. Inventory materials, supplies, and consumables to ensure that everything needed to support operations is available.
3. Bring all vehicles and equipment needed for field operations to operating status; calibrate the monitoring equipment.
4. Establish reliable communication with hazard analysts coordinating the monitoring and sampling operations.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 11-2 and 11-3.
2. CSEPP Policy Paper #2.
3. MOAs/MOUs regarding off-post response phase monitoring and sampling.

**Task:** A.1.8.E Coordinate Monitoring and Sampling Operations (On and Off-Post)

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Monitoring and sampling teams are deployed to the correct locations to collect information that accurately characterizes the hazard area.

**Steps:**

1. Develop a wide area monitoring and sampling plan that provides for sample chain-of-custody and independent confirmation of sample results, and is consistent with hazard analysis results.
2. Coordinate with field locations and off-post jurisdictions to determine safe routes to monitoring and sampling locations.
3. Coordinate third party observation of off-post monitoring and sampling teams.
4. Dispatch monitoring and sampling teams in support of field operations.
5. Dispatch monitoring and sampling teams. Provide dispatch instructions that include safe routes to each monitoring and sampling location and access to public and private property off-post.
6. Track the deployment of all monitoring and sampling teams.
7. Arrange for laboratory testing of samples.
8. Obtain hard copy sampling assay results from laboratories.
9. Re-deploy monitoring and sampling teams based on results of monitoring, sampling, and laboratory analysis or changes in priorities made by the IRFC.
10. Coordinate with off-post jurisdictions for the return of deployed monitoring assets.
11. Store monitoring and sampling results in a hazard assessment and prediction database.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 11-2, 11-3 and 13-6.
2. CSEPP Policy Paper #2.
3. MOAs/MOUs regarding off-post response phase monitoring and sampling.

**Task:** A.1.9.F Conduct Monitoring and Sampling Operations

**Evaluated Component:** Monitoring and Sampling Teams

**Expected Outcomes:** Monitoring and sampling teams collect authentic, credible information about chemical agent hazards.

**Steps:**

1. Proceed to designate monitoring or sampling locations by the designated safe route.
2. Ensure the team is at the correct monitoring or sampling point prior to starting operations.
3. Conduct monitoring and sampling operations.
4. Maintain sample chain-of-custody, and avoid cross-contamination. Allow for verification of sample by independent third-party observers during the collection process.
5. Validate monitoring results in the field IAW monitoring protocols.
6. Assay samples in the field IAW sample collection protocols.
7. Deliver samples for assay to approved laboratories IAW sample collection and analysis protocols.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 11-2, 11-3 and 13-6.
2. CSEPP Policy Paper #2.
3. MOAs/MOUs regarding off-post response phase monitoring and sampling.



**Task:** C.1.1.E Receive CENL and PAR from Installation EOC

**Evaluated Component:** Emergency Operations Center

**Expected Outcomes:** Installation notification is received and verified; jurisdiction responses are actions initiated.

**Steps:**

1. Receive official notification information and CENL from appropriate installation authority.
2. Verify the information following established procedures.
3. Assess the notification and inform the emergency management director (EMD) or designee and other specified staff following established procedures.
4. EMD or designee determines what, if any, response actions need to be initiated.

**References:**

1. CSEPP Planning Guidance, Sections 5.1, 5.2, 5.3, 8.7, 8.7.1 (7-6), A-4-a, B.6.a, C-20, C-23, Appendix F, N.2.2.2, N.3.3, N.6.1.1.1.
2. SLG 101 Guide for All-Hazard Emergency Operations Plan (9/96), Attachment E, Pg. 6-E-1, 7, 8.

**Task:** C.1.2.F Coordinate Response Phase Monitoring and Sampling

**Evaluated Component:** Field Activities

**Expected Outcomes:** Monitoring and sampling teams are deployed to locations to collect information that supports population protection within the jurisdiction.

**Steps:**

1. Review hazard analysis information provided by the storage installation and expected future response activities to determine if response phase monitoring will be required in the jurisdiction.
2. According to established procedures and local agreements, coordinate with the installation EOC and make monitoring and sampling requests. As a minimum, identify locations where monitoring and sampling is desired and the rationale for the monitoring.
3. With the installation, plan safe routes to and from the monitoring and sampling locations.
4. Arrange access for Army monitoring and sampling teams to both public and private property.
5. Determine if the jurisdiction will send qualified observers to accompany Army monitoring and sampling teams. Inform the installation of the decision and coordinate observer and monitoring and sampling team-meeting points as appropriate.
6. Assemble observer teams and equipment. Prior to their departure, brief observer teams on their roles and responsibilities according to plans, procedures and local agreements.
7. Observer teams make periodic reports according to established plans and procedures.

**References:**

1. CSEPP Policy Paper Number 2, Dated October 5, 1993.
2. MOAs/MOUs regarding off-post response phase & monitoring sampling.
3. DA Pam 50-6.

## Response Operating System II: Accident Site Hazard Mitigation

This ROS, conducted primarily on post, includes all response tasks at the accident scene to contain the source and limit the magnitude of the hazard's impact. It includes all tasks at the accident scene except for those specifically associated with the *Victim Care ROS*.

### PERFORMANCE MAP

INSTALLATION		STATE/COUNTY	
Field	EOC	Field	EOC
A.2.1.F Make Immediate Informal Accident Reports			
A.2.2.F Secure the Accident Scene			
A.2.3.F Account for Personnel at and Around the Accident Site			
A.2.5.F Preserve the Accident Scene	A.2.4.E Direct and Coordinate Accident Scene Preservation		
A.2.6.F Establish and Provide Direction and Control at the Accident Scene			
A.2.7.F Stage Response Teams			
A.2.8.F Conduct Firefighting Operation at the Accident Scene			
A.2.9.F Conduct Release Control Operations			
A.2.10.F Mitigate the Effects of the Agent Release			

**Task:** A.2.1.F Make Immediate Informal Accident Reports

**Element:** Work Teams, Security Forces, or Facility Personnel

**Expected Outcomes:** Prompt and accurate (as possible) immediate informal report(s) from the accident scene.

**Steps:**

1. Witnesses quickly obtain information that describes the accident:
  - a. Accident location.
  - b. Time of the accident.
  - c. Number of injuries.
  - d. Description and nature of the accident scene (type of release).
  - e. Agent and/or munition involvement.
2. Witnesses communicate the information available to them to the appropriate operations center.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. Installation reporting procedures (SOPs or administrative procedures).

**Task:** A.2.2.F Secure the Accident Scene

**Element:** Security Forces

**Expected Outcomes:** The security cordon is established and enforced.

**Steps:**

1. Security guards don respiratory protection and acknowledge alarm.
2. Security guards survey area of responsibility, identify personnel other than first responders and direct them to assembly points outside the chemical limited area.
3. Security guards assist the relocation of workers, contractors, and visitors to ensure the security of the area.
4. FCPO or senior responder identifies the boundaries of the predicted hazard area (wedge).
5. Security guards set up a security cordon around the predicted hazard area (wedge).
6. Supervisors ensure no guards are positioned inside the predicted hazard area (wedge) unless they are dressed in appropriate PPE.
7. Security guards set up and operate an emergency access control point (ACP) for all responders entering the security cordon.
8. Security guards maintain accountability of all responders within the security cordon.
9. Security supervisor reports the status of security operations at regular intervals to the FCP and EOC staff.
10. Security guards relocate promptly if circumstances warrant change of the size or shape of the security cordon.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 5-1, 5-2, 5-3, 5-4, and 7-3.
2. Installation Physical Security Plan.
3. Installation Guard Orders.

**Task:** A.2.3.F Account for Personnel at and Around the Accident Site

**Element:** Security Forces

**Expected Outcomes:** The post population working in and around the CLA is accounted for and evacuated safely.

**Steps:**

1. Security supervisor instructs security forces at the CLA to don respiratory protection and relocate to positions outside of the predicted hazard area (wedge).
2. Security supervisor activates backup A & N systems at the CLA.
3. Security guards establish an access control point for all personnel working under emergency security procedures within the CLA. Other persons working outside of the CLA proceed directly to evacuation assembly points or routes.
4. Security guards direct non-essential persons out of the security cordon and predicted hazard area (wedge), and account for their departure.
5. Security guards take immediate action to treat and arrange transport for known or potential agent exposure victims.
6. Security supervisor reports the status of accountability operations at regular intervals to the EOC staff.

**References:**

1. DA PAM 50-6, paragraphs 2-10, 3-5, and 7-3, Appendices E and F.

**Task:** A.2.4.E Direct and Coordinate Accident Scene Preservation

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** Conditions at the accident scene are recorded; records that document the decisions and operations associated with the response are secured and preserved.

**Steps:**

1. Security officer, legal officer, safety officer, and environmental officer provide advice and recommendations to the IRFC and FCPO regarding what physical conditions to document and preserve at the accident scene.
2. EOC staff, FCPO, and FCP staff consider accident scene preservation recommendations directing and controlling containment and mitigation operations at the accident site.
3. EOC and FCP staffs arrange for conditions at the accident site to be documented as thoroughly as the situation allows throughout the response. Options include, but are not limited to, eyewitness statements or sketches, photographs, audio recordings, and video recordings.
4. EOC and FCP staff ensure all hand written notes, duty logs, other documents, electronic records, records of decisions, and the like are collected and archived for a permanent record of the response.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.2.5.F Preserve the Accident Scene

**Element:** Forward Command Post Officer, Work Teams

**Expected Outcomes:** Records that document the decisions and operations associated with the response are secured and preserved.

**Steps:**

1. Responders take all actions necessary to rescue victims, secure chemical material, and contain the release. Responders, to the greatest extent possible, avoid disturbing equipment, materials and conditions at the site other than what is required for rescue, security, containment, and decontamination.
2. Responders document conditions at the accident site as thoroughly as the situation allows throughout the response (sketches, photographs, and audio or video recordings).
3. Responders document their decisions and response activities in a permanent record as soon possible after leaving the site.
4. The FCPO documents all decisions and response operations in a permanent record.

**References:**

1. DA PAM 50-6, paragraph 3-5.



**Task:** A2.6.F Establish and Provide Direction and Control at the Accident Scene

**Element:** Forward Command Post Officer and Staff

**Expected Outcomes:** Activities of responders are properly coordinated to ensure maximum efficiency of response operations.

**Steps:**

1. The senior responder (e.g., fire chief, senior firefighter, safety officer) first to arrive at the accident scene establishes accident site control, by:
  - a. Defining the initial predicted hazard area (wedge) and contamination control areas (hot and warm zones, clean area).
  - b. Selecting the initial FCP.
  - c. Selecting the staging area.
  - d. Making initial assessments and response assignments.
  - e. Organizing and directing response elements.
  - f. Making initial SITREPs to the EOC.
  - g. Providing a situation brief to the FCPO.
2. Upon arrival, the FCPO assumes direction and control of response operation.
3. Set-up the FCP.
4. FCPO and staff:
  - a. Ensure safety procedures are established and followed.
  - b. Direct response operations to bring the accident scene under control.
  - c. Identify locations for personnel and equipment decontamination sites.
  - d. Develop action plans and alternate plans.
  - e. Coordinate the actions of response elements.
  - f. Obtain and direct issue of equipment, personnel, and supplies.
  - g. Adjust the initial predicted hazard area (wedge) and contamination control area.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 5-1, 5-2, 5-3, 5-4, 7-3, 13-5, Appendix G.

**Task:** A.2.7.F Stage Response Teams

**Element:** Forward Command Post Officer and Staff

**Expected Outcomes:** Emergency responders are properly prepared and ready for employment.

**Steps:**

1. Security forces, fire and rescue teams, medical personnel, chemical workers, EOD technicians, and other emergency responders deploy promptly.
2. Perform pre-operation checks and prepare PPE, vehicles, and equipment.
3. FCP staff or immediate supervisors brief emergency responders on the status of response operations, provide safety directives, and give mission directives.
4. Adjust responder readiness postures as response operations evolve. Relocate responders to different staging areas or have them partially don PPE.

**References:**

1. DA PAM 50-6, paragraphs 3-5 and 5-4.
2. DA PAM 385-61, paragraph 4-2.

**Task:** A.2.8.F Conduct Firefighting Operation at the Accident Scene

**Element:** Installation Fire Department

**Expected Outcomes:** Fires at the accident scene are fought safely. Additional equipment and manpower is available for response operations.

**Steps:**

1. Deploy firefighters and firefighting equipment to the accident scene to suppress or extinguish fires and provide support to response operations.
2. The senior firefighter present directs all firefighting activities. If the FCPO is not present, assume direction and control for all response operations.
3. Firefighters don appropriate PPE prior to entering the contamination control area.
4. Fires at the accident scene are extinguished or suppressed using good firefighting practice. Care is taken to avoid causing unnecessary migration of released agent. Fires involving explosives are not fought.
5. If there is no fire, direct firefighters to the designated staging area to wait for response support assignments.
6. Begin vapor suppression activities when directed by the FCPO or the senior firefighter present.
7. Inform the FCP and/or EOC of the status of firefighting operations.
8. Process firefighters and firefighting equipment through the contamination reduction area (CRA) and personal decontamination station (PDS) after completing operations in the hot zone.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.2.9.F Conduct Release Control Operations

**Element:** Response Work Teams

**Expected Outcomes:** The migration of the agent release is limited to the smallest possible area. The release is terminated at its source.

**Steps:**

1. FCP staff and work party leaders assess the situation and develop plan and alternate plans for confining, collecting, and containing the release.
2. FCPO and/or IRFC approve work plans prior to beginning release control operations.
3. Work parties don appropriate PPE before proceeding to the release location to begin release control operations.
4. Work parties confine agent spills by building a dike, diversion, and/or inlet blocking.
5. Work parties suppress vapor releases by using firefighting foam, hazardous materials foam, or other vapor barrier materials. Reapply foam as appropriate until the release stops vaporizing or the source is contained.
6. Apply absorbents and/or decontaminants to absorb and neutralize agent spills.
7. If the leak or spill is in a storage structure, close the door and install a filter unit on the rear vent.
8. Terminate the release by plugging, patching, or sealing the container/munition.
9. If munitions are damaged or exposed to impact or fire, EOD technicians render the munitions safe before they are handled or packaged. The IRFC approves alternate techniques if EOD technicians cannot safely move or render the munitions safe using standard procedures.
10. Over-pack the container/munition.
11. Report release control operations to the FCP and/or EOC. Request additional personnel or equipment from the FCP and/or EOC.
12. Process personnel and equipment through the contamination reduction area (CRA) and PDS.

**References:**

1. DA PAM 50-6, paragraphs 3-5 and 13-5.

**Task:** A.2.10.F Mitigate the Effects of the Agent Release

**Element:** Forward Command Post Officer and staff, Response Work Teams

**Expected Outcomes:** Contaminated materials are safely contained and disposed of in a safe and legal manner.

**Steps:**

1. Work party leaders and FCP staff assess the situation and develop plans for mitigating the effects of the release.
2. FCPO and/or IRFC approve work plans prior to beginning mitigation operations.
3. Work parties don appropriate PPE before proceeding to the release location to begin release control operations.
4. Work parties absorb, neutralize or collect residual liquid agent and aerosol deposition.
5. Chemical workers collect and package contaminated equipment, decontamination by-products, materials, and soil. Process items through the CRA for appropriate disposal.
6. If the release occurred in a storage structure, the structure is thoroughly decontaminated.
7. Monitor clean areas within the contamination control line and sample for agent residue and hazardous decontamination by-products. Continue mitigation efforts until cleanliness standards have been met.
8. Record and archive monitoring and sampling results for response records.
9. Report mitigation operations to the FCP and/or EOC. Request additional personnel or equipment from the FCP and/or EOC.
10. Personnel and equipment process through the CRA and appropriate decontamination stations (PDS or EDS).

**References:**

1. DA PAM 50-6, paragraphs 3-5, 5-1, 5-2, 5-3, 5-4, 7-3, 9-2, 9-3, 9-4, 13-5, and Appendix G.

*This page not used.*

## Response Operating System III: Emergency Management

This ROS includes all top-level decision making, coordination, and direction and control of the response, including mobilization and operation of the EOC; providing information to outside officials; public information and media relations; and coordination at the management level of anything involving logistical support.

### PERFORMANCE MAP

INSTALLATION		STATE/COUNTY	
Field	EOC	Field	EOC
	A.3.1.E Activate, Expand and Operate the EOC		C.3.1.E Alert and Mobilize EOC Staff
	A.3.2.E Direct and Control Response Operations		C.3.2.E Activate and Operate the EOC
	A.3.3.E Stand Up and Command the Initial Response Force (IRF)		C.3.3.E Support Protective Action Decision Making
	A.3.4.E Perform Duties as the Federal On-Scene Coordinator		C.3.4.E Direct and Control Activation of Traffic and Access Control Points
	A.3.5.E Direct and Control Protection of the On-Post At-Risk Population		C.3.5.E Direct and Control Protective Actions for Schools and Day Care
	A.3.6.E Direct and Control Protection of the On-Post General Population		
	A.3.7.E Direct and Control Protection of Special Populations		C.3.6.E Direct and Control the Protection of Special Populations
A.3.8.F Direct and Control Distribution of Supplies and Equipment	A.3.9.E Request and Coordinate Additional Response Support		C.3.7.E Provide Support to the Storage Installation
	A.3.10.E On-Post Reentry Decisions		C.3.8.E Request Supplementary Assistance

	A.3.11.E Notify the Next-of-Kin		C.3.9.E/F Track the Location and Status of Patients
	A.3.12.E Direct and Control Army Public Information Activities		C.3.10.E Direct and Control Public Information Activities
	A.3.13.E Reports to Headquarters PAO		
A/C.3.2.J Activate and Operate the JIC	A/C.3.1.E Conduct EOC Media Operations	A/C.3.2.J Activate and Operate the JIC	A/C.3.1.E Conduct EOC Media Operations
A/C.3.3.J Provide Emergency Public Information to the Media and the Public		A/C.3.3.J Provide Emergency Public Information to the Media and the Public	
A/C.3.4.J Coordinate Joint and Command Level Media Briefings		A/C.3.4.J Coordinate Joint and Command Level Media Briefings	
A/C.3.5.J Provide Emergency Public Information Through Media Releases	A/C.3.6.E Request and Coordinate PAO Augmentation	A/C.3.5.J Provide Emergency Public Information Through Media Releases	A/C.3.6.E Request and Coordinate PAO Augmentation



**Task:** A.3.1.E Activate, Expand and Operate the EOC

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The EOC achieves a full operational status quickly and maintains this level of effort for the duration of the response.

**Steps:**

1. Commander or designated official activates or expands the installation EOC.
2. Notify the EOC staff of EOC activation or expansion and provide special instructions.
3. EOC staff promptly reports to the EOC.
4. Brief the EOC staff on the status of CAIRA operations at regular intervals thereafter.
5. Post and distribute information about events and decisions within the EOC. Archive the information for subsequent analysis, investigation, or preparation of official reports.
6. Establish and maintain uninterrupted EOC facility safety and security, considering threats from the CAI.
7. Confirm that EOC communications systems are operational. Maintain an uninterrupted communications capability for the duration of the CAI. Immediately correct communication system malfunctions.
8. Plan for 24-hour operations and publish appropriate schedules.
9. Maintain continuous EOC operations during rest, meal breaks and shift changes. Conduct shift transition briefings.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.3.2.E Direct and Control Response Operations

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Direction and control of response activities is established; activities of responders are properly coordinated to ensure maximum efficiency of response operations.

**Steps:**

1. Assist the FCPO and FCP staff in developing/implementing action plans and alternate plans to confine, collect, and contain the release.
2. Monitor communication between responders and the FCP; receive reports regarding the status of confinement, collection, and containment operations. Make recommendations to the FCPO, the FCP staff, and the IRFC regarding adjustments to these operations based on the situation presented.
3. Direct the dispatch of available additional responders if confinement, collection, and the containment of the release are beyond the capabilities of responders at the accident site.
4. Direct the dispatch of specialized responders (e.g., firefighters, EOD) if such assets are required to support confinement, collection, and the containment operations at the accident site.
5. Assist the FCPO and FCP staff in developing/implementing mitigation plans.
6. Monitor communication between responders and the FCP; receive reports regarding the status of mitigation operations. Make recommendations to the FCPO, the FCP staff, and the IRFC regarding adjustments to these operations based on the situation presented.

**References:**

1. DA PAM 50-6, paragraph 3-3 and 3-5.
2. Installation CAIRA Plan.
3. Installation SOPs for field operations.
4. 29 CFR 1910.120.

**Task:** A.3.3.E Stand Up and Command the Initial Response Force (IRF)

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Command and control for the response is established; appropriate response assets are mobilized; the Army chain-of-command knows that the IRF is activated.

**Steps:**

1. Installation commander or designated representative stands-up the IRF and assumes the role of the IRFC / Federal On-Scene Coordinator (FOSC).
2. IRF provides first response to the CAI until all Army obligations are met, or the IRF is integrated into a Service Response Force (SRF).
3. The IRFC/FOSC takes operational control of resources (e.g., personnel, facilities, equipment) that are not essential for installation operations.
4. IRF activation is reported to all commands and agencies.

**References:**

1. DA PAM 50-6, paragraphs 2-7, 2-8, 3-4 and 3-5.

**Task:** A.3.4.E Perform Duties as the Federal On-Scene Coordinator

**Evaluated Component:** Installation Commander

**Expected Outcomes:** The Installation Commander, as the FOSC, discharges all DoD obligations under the National Contingency Plan.

**Steps:**

1. Determine that response to the agent release requires a DoD FOSC and assumes those responsibilities.
2. Make notifications of the assumption of FOSC duties to state and local governments, the Army chain-of-command, other federal agencies, and the National Response Center (NRC).
3. Appoint a deputy FOSC.
4. Ensure that emergency worker health is protected in compliance with 29 CFR 1910.120.
5. Coordinate assistance provided by Federal agencies to state and local governments.
6. Notify and regularly consult with the EPA Regional Response Team.
7. Satisfy all requirements in the NCP for collecting and reporting on events, decisions, responses and costs pertaining to the chemical accident.
8. Assure that public and private interests are kept informed and that their concerns are considered throughout the response.
9. Arrange for all federal news releases or statements to be cleared through the FOSC.
10. Fulfill duties of the FOSC until all DoD obligations are met or until the IRF is integrated into a SRF. SRF Commander assumes the role and responsibilities of the FOSC.

**References:**

1. DA PAM 50-6, paragraphs 2-10, 2-11, 2-13, 3-4 and 3-5.
2. Installation CAIRA Plan.
3. 40 CFR 300 - National Contingency Plan.
4. 29 CFR 1910.120.
5. U.S. Army Materiel Command Chemical Service Response Force Plan.

**Task:** A.3.5.E Direct and Control Protection of the On-Post At-Risk Population

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** Appropriate installation support is provided for protecting the on-post population inside the predicted hazard area (wedge) until all personnel are safe and accounted for; no persons remain inside the predicted hazard area (wedge) except for authorized emergency responders.

**Steps:**

1. Security forces and field supervisors tell the EOC staff who was inside the predicted hazard area (wedge) when the event occurred. EOC staff solicits this information if it is not provided.
2. EOC staff confirms that the post population inside the predicted hazard area (wedge) was alerted and given correct, specific sheltering and evacuation instructions. Backup systems are activated in the event of primary alert and warning system failures.
3. EOC staff coordinates post evacuation routes with off-post authorities.
4. EOC staff receives accountability and protection status reports for the population inside the security cordon and predicted hazard area (wedge) from security forces, field supervisors, and the FCPO.
5. EOC staff directs and coordinates additional assistance as required.
6. EOC staff provides the IRFC SITREPs, paying particular attention to reports of exposures or unaccounted persons.
7. EOC determines when it is appropriate for the sheltered population to evacuate their shelters and begin subsequent evacuation.
8. EOC staff adjusts the assembly points, evacuation routes, TCPs, and ACPs to accommodate unforeseen events, and to facilitate reentry when this is authorized.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. MOAs/MOUs with off-post jurisdictions regarding evacuation of post population.

**Task:** A.3.6.E Direct and Control Protection of the On-Post General Population

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** Appropriate installation support is provided for protecting the general on-post population until all personnel are safe and accounted for.

**Steps:**

1. EOC staff informs security forces and field supervisors of areas and facilities to be sheltered in-place or evacuated, the priorities for evacuation, location of assembly points, and the time available.
2. EOC staff confirms that the post population was alerted and given correct, specific sheltering and evacuation instructions. Backup systems are activated in the event of primary alert and warning system failures.
3. EOC staff coordinates post evacuation routes with off-post authorities.
4. EOC staff receives accountability and protection status reports from security forces, field supervisors, and the FCP.
5. EOC staff directs and coordinates additional assistance as required.
6. EOC staff provides the IRFC SITREPs, paying particular attention to reports of exposures or unaccounted persons.
7. EOC determines when it is appropriate for the sheltered population to evacuate their shelters and begin subsequent evacuation.
8. EOC staff adjusts the assembly points, evacuation routes, TCPs, and ACPs to accommodate unforeseen events, and to facilitate reentry when this is authorized.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. MOAs/MOUs with off-post jurisdictions regarding evacuation of post population.

**Task:** A.3.7.E Direct and Control Protection of Special Populations

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** Appropriate installation support is provided for protecting on-post special populations until all persons are safe and accounted for.

**Steps:**

1. Inform POCs at on-post special facilities (e.g., schools, day-care centers, clinics, hospitals) whether they are to shelter in-place or evacuate, the priorities for evacuation, the location of assembly points, and the time available.
2. Coordinates post evacuation routes with off-post authorities.
3. Receive accountability and protection status reports from special facility POCs.
4. Direct and coordinate additional assistance.
5. Provide the IRFC SITREPs, paying particular attention to reports of exposures or unaccounted persons.
6. Determine when it is appropriate for the sheltered population to evacuate their shelters and begin subsequent evacuation.
7. Adjust the assembly points, evacuation routes, TCPs, and ACPs to accommodate unforeseen events, and to facilitate reentry when authorized.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. MOAs/MOUs with off-post jurisdictions regarding evacuation of post population.

**Task:** A.3.8.F Direct and Control Distribution of Supplies and Equipment

**Element:** Forward Command Post Staff, Staging Area, and Installation Facilities

**Expected Outcomes:** Sufficient equipment, vehicles and supplies are available to control and mitigate the release and to perform related support Tasks.

**Steps:**

1. Dedicate available supplies, equipment, and vehicles to support release control and mitigation operations at the accident site.
2. Test, inspect, and repackage supplies and equipment for issue to response teams.
3. Issue supplies to responders on demand.
4. Track supply and equipment usage rates to forecast rates of issue and to accurately account for costs associated with the response. Factor contamination losses for durable and non-expendable supplies and equipment used at the accident site when compiling usage rates. Report high supply and equipment issue rates to the EOC logistical staff.
5. Have equipment and vehicles identified for release control and mitigation operations prepared for use by motor pool or facility engineer personnel.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 9-2, 9-3 and 9-4.



**Task:** A.3.9.E Request and Coordinate Additional Response Support

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Sufficient personnel, equipment and supplies are available to contain and mitigate the hazard, and to perform related support tasks.

**Steps:**

1. Solicit information about usage rates for supplies and equipment from the FCP and EOC.
2. Compare inventory of available supplies and equipment with known and projected requirements to support containment and mitigation operations. Identify shortfalls and priorities. Determine the most expedient sources for obtaining needed supplies and equipment.
3. Request all or part of the CAIRA Push Package or other DoD support packages as a primary source for supplies and equipment.
4. Solicit information about the need for additional trained responders (augmentees to the IRF) above those available from installation resources. Determine shortfalls and priorities. Determine the most expedient sources for obtaining IRF augmentees.
5. Obtain IRF augmentees and emergency supplies and equipment from support installations, by direct coordination with other military installations, or through requests to the higher headquarters Operation Center.
6. Arrange for the receipt and internal distribution of supplies and equipment to sustain response operations.
7. Arrange for the arrival, transportation, messing, and lodging of IRF augmentees. Assign augmentees to tasks and shifts.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 9-2, 9-3 and 9-4.
2. U.S. Army Materiel Command Chemical Service Response Force Plan.

**Task:** A.3.10.E Make On-Post Reentry Decisions

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Evacuated or relocated workers are permitted to re-enter on-post areas that do not present a chemical agent hazard in order to support mitigation activities with all available installation capabilities.

**Steps:**

1. Hazard analysts determine which on-post areas and facilities are actually at risk from the effects of the chemical accident (the “ground truth” hazard area).
2. Hazard analysts make recommendations to the IRFC or designated representative to allow reentry into on-post areas and facilities that were evacuated using earlier more conservative assessments of the hazard.
3. IRFC or designated official decides when and how to permit reentry into these safe areas and facilities.
4. EOC staff issue directions to allow reentry into these safe areas and facilities promptly.

**References:**

1. DA PAM 50-6, paragraphs 3-4, 3-5, 11-2, 11-3, and 11-4.

**Task:** A.3.11.E Notify the Next-of-Kin

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The next-of-kin of fatalities or ill, injured, and exposed persons are promptly notified and their immediate needs are supported. Information about the victims or their next-of-kin are not reported or released unless authorized.

**Steps:**

1. EOC staff determines if the victims are installation employees or residents, contractors, or visitors.
2. If the victims are installation employees or residents, EOC staff determines the identities of the next-of-kin from official personnel or housing records.
3. EOC staff collects all information needed to contact the next-of-kin.
4. IRF Commander's representative (senior supervisor or human resource specialist who is trained in next-of-kin notification) contacts the next-of-kin and provides them essential information about the victims, following established Army protocols.
5. For military personnel, follow established DA protocols for next-of-kin notifications.
6. The victims' employer or sponsor in accordance with their established procedures or protocols makes notifications of the next-of-kin of contractors or visitors. The EOC staff tracks contractor and visitor next-of-kin notifications to ensure the notification has been accomplished and to ascertain any special circumstances to which the installation needs to respond.
7. Limitations on releasing the identity of the victims and/or the next-of-kin both prior to and following the notification are followed.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-4 and 9-3.

**Task:** A.3.12.E Direct and Control Army Public Information Activities

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** The JIC is activated and operated in accordance with established protocols and MOAs; without interruption in providing timely and accurate emergency public information.

**Steps:**

1. PAO conducts initial public information and Joint Information System (JIS) activities.
2. PAO coordinates with local government public information officials to determine their ability to support, activate, and operate the JIC. The PAO advises the IRFC on the status of the JIS and makes recommendations for activating the JIC.
3. IRFC directs the activation of the JIC. If the authority to activate the JIC is held jointly by the local government and the IRFC, local protocols and MOAs are followed to direct JIC activation.
4. IRFC assigns the PAO and/or public affairs staff to the Army EOC and the JIC.
5. PAO announces the shift of focus for Army public affairs activities from the EOC to the JIC.
6. PAO arranges for all media releases or statements regarding the chemical event made by participating federal government agencies to be cleared through the FOSC.
7. PAO keeps the IRF/FOSC informed about JIS and JIC operations. Particular attention is given to:
  - a. Potential public misunderstandings about the authority and responsibilities of the IRF/FOSC
  - b. The extent to which the Army is considering the concerns of all affected public and private interests
  - c. The arrangements to ensure that all federal news releases or statements by participating agencies to be coordinated through the FOSC.
  - d. PAO or other personnel convey critical information to other jurisdictions prior to the opening of the JIC.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.

**Task:** A.3.13.E Reports to Headquarters PAO

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** HQs PAOs receive complete, accurate and timely information regarding emergency public information activities and media reaction to the chemical event.

**Steps:**

1. Report information about the chemical event and the Army response to headquarters PAOs.
2. Update headquarters PAOs when new information about the event and the response becomes available.
3. Send copies of Army and off-site media releases to headquarters PAOs.
4. Inform headquarters PAOs about trends in media broadcasts and published stories (forwards tapes and clippings).

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.

**Task:** C.3.1.E Alert and Mobilize EOC Staff

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The EOC is staffed with personnel to manage the jurisdiction's response.

**Steps:**

1. Based on CENL and PAD, the EMD or designee determines whether partial or full EOC staffing is necessary.
2. Determine if plume direction restricts EOC staff routes to the EOC.
3. Recall required EOC staff using appropriate procedures and advise of route restrictions, if any.
4. EOC staff safely proceeds to the EOC.

**References:**

1. CSEPP Planning Guidance, Appendix A, A-5, Appendix C-20, 23, Appendix F.
2. SLG 101, Section 6-E.6, 8.2.

**Task:** C.3.2.E Activate and Operate the EOC

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The EOC achieves its full operational status quickly and maintains this level of effort for the duration of the response.

**Steps:**

1. Upgrade facility from current to emergency status.
2. Follow procedures for removing equipment from storage locations; assure equipment, is operating properly; prepare facility for emergency use; review plans and procedures appropriate for the accident.
3. Concurrently with EOC activation or expansion, confirm that EOC communications systems (primary, backup, and alternate) are operational. Maintain an uninterrupted capability for the duration of the response. Immediately correct communication system malfunctions.
4. Brief EOC staff on the status of the accident and current response activities upon their arrival and at regular intervals thereafter.
5. Provide command, control, coordination, and leadership of emergency response activities.
6. Establish and maintain security throughout the response.
7. Promptly post information about events and decisions in the EOC. The information is archived for subsequent analysis, investigation, and preparation of official reports.
8. Plan for uninterrupted 24-operations to include publication of schedules that cover all shifts with adequate staff.
9. Maintain continuous EOC operations during rest, meal breaks, and shift changes. Conduct shift transition briefings in accordance with plans and procedures.

**References:**

1. CSEPP Planning Guidance, Appendix A, A-5, Sec. 8.2.
2. SLG 101, Sections. 6-E.6, 8.2, 8.2.1 (2-6, 2-7.2-12), A.10.a, A.10.b, A-10.j (1), N.2.2.3.

**Task:** C.3.3.E Support Protective Action Decision Making

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Protective action decisions appropriate for the risk presented to the jurisdiction's population

**Steps:**

1. Staff analysts review initial, and subsequent hazard analysis information and PAR(s) received from the installation.
2. Staff considers installation PAD and significant factors that would cause the jurisdiction to take protective actions other than those recommended by the installation.
3. Staff recommends to the senior elected official (or designated representative) protective actions for the general and special populations-at-risk. If criteria are matched, the PAD is made using the predetermined PAR/PAD agreement, according to local plans and procedures. If factors do not match, the senior elected official or designated representative makes the PAD.
4. PAD is announced to the EOC for implementation.
5. If sheltering in-place was selected as a PAD, staff consults with installation hazard analysts to determine the appropriate time for the population to vacate shelters.
6. Using updated hazard analysis information and PARs received from the installation and following the steps above, the staff makes subsequent protective action recommendations to the senior elected official or designated representative. If the previous PAD included shelter-in-place for all or selected emergency planning zones or sub-zones, the revised PAR includes the ventilation or exit from shelters promptly following passage of vapor plumes.
7. Subsequent PADs are made by the senior elected official (or designated representative) and announced to the EOC for implementation. Updated PADs from shelter-in-place to evacuation includes information about safe evacuation routes.
8. The EMD or designee adjusts or cancels the PAD, as appropriate, after being presented with and considering new hazard analyses

**References:**

1. CSEPP Planning Guidance: Sections 7.0, 8.5, 8.6, and 8.7.
2. DA Pam 50-6.
3. MOAs/MOUs regarding Protective Action Decision Making.



**Task:** C.3.4.E Direct and Control Activation of Traffic and Access Control Points

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Traffic control points are in place in time to support the evacuation order and facilitate an orderly evacuation; access to the predicted hazard area is prevented.

**Steps:**

1. Review selected evacuation routes. Identify situations (e.g., toll booths, railroad crossings), traffic lane reductions, and barriers (e.g., vehicle accidents, fog, heavy rain, highway maintenance) that could cause traffic queues to form. Modify the evacuation routes to mitigate the effects of these conditions.
2. Select predetermined or identify *ad hoc* traffic control points that support the selected evacuation routes. Identify locations for access control points that will prevent unauthorized people from entering the predicted hazard area. Determine which locations are to be staffed or barricaded (not staffed).
3. Dispatch traffic and access control crews (e.g., police, fire, public works), with appropriate vehicles, equipment, and materials to specified control points.
4. Change traffic lights at locations to facilitate traffic movement.
5. Dispatch highway department crews to clear evacuation routes of snow or debris as required.
6. Dispatch tow trucks to locations for handling disabled vehicles and dispensing emergency gasoline supplies.
7. Brief TCP crews on modifications to evacuation routes. Provide all evacuation support crews appropriate maps, diagrams, and implementing instructions.
8. Contact appropriate government organizations or businesses to block access to the predicted hazard area by rail, water, and air traffic.
9. Coordinate traffic and access control activities with the installation and adjacent jurisdictions. Notify the installation EOC and adjacent jurisdictions when TCPs/ACPs have been established or moved.
10. Direct the repositioning of traffic or access control points and/or mobilizing additional resources as changes in conditions occur.
11. Review rosters to assure continuous, 24-hour operations, and assign traffic and access control personnel to tasks and shifts where they are most needed. Provide a transition or situation briefing to later shift personnel before they begin work.

**References:**

1. CSEPP Planning Guidance, Sections 8.8, 8.8.1, Appendix G.
2. CSEPP Capability Assessment for Readiness (CAR) 5.9.9, 5.9.10.

**Task:** C.3.5.E Direct and Control Protective Actions for Schools and Day Care

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** All school and day care students and staff are sheltered in-place or are promptly and safely evacuated to host schools, day care facilities, or reception centers; parents are notified when and where to reunite with their children.

**Steps:**

1. Identify at-risk schools and day care centers.
2. Contact at-risk schools and day care centers and inform them of the protective action to be implemented for their specific situation. Obtain information about any assistance they may need.
3. Compile resource requests and contact resource providers to obtain needed support.
4. Stage transportation assets. Brief drivers on the hazard area, routes to follow, emergency procedures, pick-up points, and final destinations.
5. Coordinate with traffic control personnel to expedite movement of transportation assets to and from schools and day care centers.
6. EOC and/or school staffs notify host schools, day care facilities, or reception centers to prepare to receive school and day care center evacuees.
7. If schools and day care centers were directed to shelter in place, provide appropriate assistance for implementing sheltering measures.
8. Promptly communicate changes in directed protective actions (e.g., from shelter in place to evacuation) to the affected schools. Repeat previous steps, as appropriate, to support the change in protective action.
9. Provide parents and guardians information regarding protective actions taken at individual schools and day care centers, the location of host schools and day care facilities, and procedures for reuniting with their children.

**References:**

1. CSEPP Planning Guidance (CPG), Sections 8.9, 8.9.1, Appendix J.12-J.14.
2. SLG 101-Guide for All-Hazard Emergency Operations Plan (9/96), Attachment E, pg 5-E-1.
3. CSEPP Capability Assessment for Readiness (CAR) 5.10.4, 539.1-2.

**Task:** C.3.6.E Direct and Control the Protection of Special Populations

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** All special populations are sheltered in-place or are promptly and safely evacuated to host facilities or reception centers.

**Steps:**

1. Identify at-risk special populations and facilities.
2. Contact at-risk special populations and facilities and inform them of the protective action to be implemented for their specific situation. Obtain information about any assistance they may need.
3. Compile resource requests and contact resource providers to obtain needed support.
4. Stage transportation assets. Brief drivers on the hazard area, routes to follow, emergency procedures, pick-up points, and final destinations.
5. Coordinate with traffic control personnel to expedite movement of transportation assets to and from special population pick-up routes and special facilities.
6. Inform transportation dependent populations how to obtain transportation out of the hazard area.
7. EOC notifies host facilities or reception centers to prepare to receive special population evacuees.
8. If special populations or facilities were directed to shelter in place, provide appropriate assistance for implementing sheltering measures.
9. Promptly communicate changes in directed protective actions (e.g., from shelter in place to evacuation) to the affected special populations and facilities. Repeat previous steps, as appropriate, to support the change in protective action.
10. Provide the public-at-large information regarding protective actions taken by special populations and facilities, the location of host facilities or reception centers the special populations have been evacuated to, and procedures for reuniting with their family members who may be part of an affected special population.

**References:**

1. CSEPP Planning Guidance (CPG), Sections 8.9. 8.9.1, Appendix J.12-J.14.
2. SLG, Attachment E, pg 5-E-1.
3. CSEPP Capability Assessment for Readiness (CAR) 5.10.4.

**Task:** C.3.7.E Provide Support to the Storage Installation

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Installation populations are safely evacuated to reception centers and shelters; additional Army response resources are routed to the installation without delay.

**Steps:**

1. In response to installation requests and coordination, establish or modify traffic control points to facilitate transport of patients and installation evacuees.
2. Provide evacuee information to reception center and shelter locations.
3. In response to requests, provide support (security, traffic control) to facilitate expeditious movement of emergency supplies and equipment to the installation.
4. In response requests, facilitate movement of Army response augmentees from arrival sites to the installation.

**References:**

1. Local EOP.
2. CAIRA Plan.
3. Local MOA/MOU(s).

**Task:** C.3.8.E Request Supplementary Assistance

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Local and state declarations of emergency are prepared, signed, and transmitted to higher authorities.

**Steps:**

1. EOC staff identifies any shortfalls in personnel, emergency supplies, equipment, or other resources that affects its ability to respond to the emergency.
2. Appropriate emergency management officials determine that effective response is beyond local capability and that additional assistance is necessary.
3. Prepare and sign local declaration of emergency.
4. The Declaration is forwarded to the Governor's office or other appropriate agency.
5. At the state level, the Governor makes a determination that the emergency situation is of such severity and magnitude that Federal assistance is necessary.
6. Prepare the state declaration of emergency describing the state and local efforts and resources that have been or will be used to alleviate the emergency, and defining the type and extent of Federal aid required.
7. The Governor signs the Declaration and forwards it to appropriate Federal authorities.

**References:**

1. State Comprehensive Emergency Management Plan (CEMP),
2. CSEPP Capability Assessment for Readiness (CAR) 5.8, 6.2,6.3
3. Local EOP
4. MOA/MOU(s).

**Task:** C.3.9.E/F Track the Location and Status of Patients

**Evaluated Component:** Emergency Operations Center Staff, Medical Treatment Facility

**Expected Outcomes:** The emergency services coordinator or senior elected official is satisfied that patients' medical needs are addressed.

**Steps:**

1. EOC staff receives initial and follow-up reports from the field or medical treatment facility about ill, injured, or exposed persons.
2. Patient information is posted to status boards and the emergency services coordinator or senior elected official is briefed.
3. EOC staff identifies delays in patient care passes and this information immediately to the emergency services coordinator or senior elected official for consideration and possible action.
4. EOC staff coordinates with the installation EOC staff and exchanges information regarding the status and location of both installation and community patients.

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

**Task:** C.3.10.E Direct and Control Public Information Activities

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The JIC is activated and operated in accordance with established protocols and MOAs; without interruptions in providing timely and accurate emergency public information.

**Steps:**

1. The PIO and public information staff conduct initial public information and JIS activities from the EOC or other designated area(s).
2. The PIO coordinates with the installation PAO and PIOs from other affected jurisdictions to determine their ability to support, activate and operate the JIC. The PIO advises the EMD on the status of the JIS and makes recommendations for activating the JIC.
3. If authorized by local protocols or MOAs, the EMD directs the activation of the JIC. If the authority to activate the JIC is held jointly by the local government and the Installation Commander, local protocols and MOAs are followed to direct JIC activation.
4. The EMD assigns the PIO and/or public affairs to the EOC and the JIC according to staff availability, response priorities, and the JIC plan.
5. The PIO announces the shift of focus for the jurisdiction's public information activities from the EOC to the JIC once it is activated and operating.
6. The PIO and/or the public affairs staff keep the EMD informed about JIS and JIC operations so that the direction and control of public information activities can be adjusted to suit the circumstances.

**References:**

1. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
2. CSEPP Glossary, IEM.
3. ORISE Emergency Public Information Pocket Guide, 5th Ed.

**Task:** A/C.3.1.E Conduct EOC Media Operations

**Evaluated Component:** Emergency Operations Center Staffs

**Expected Outcomes:** The public-at-risk is provided information that supports protective action instructions; the public-at-large is provided sufficient information to correctly identify their lack of risk from the hazard; other agencies and government organization involved in the response are aware of what the public has been told; the media is informed about the accident and the jurisdiction's response.

**Steps:**

1. The PIO/PAO gathers information about the event, the initial response, and emergency information to be provided to the public.
2. The PIO/PAO selects an appropriate pre-scripted/pre-approved media release or prepares an original media release to provide initial emergency information and confirmation of the event to the public.
3. The PIO/PAO and/or public information staff prepares follow-up media releases to provide the public updated information or new information regarding the off-post emergency response. If circumstances allow, the PIO/PAO coordinates the content of the media releases prior to dissemination.
4. The installation Commander, EMD or designated representative reviews and approves all media releases prior to dissemination.
5. The PIO/PAO and/or public information staff disseminates media releases to the media, according to local plans and procedures. The PIO sends copies via FAX or e-mail to the installation EOC, other off-post EOCs, the JIC, and others as required by local plans, procedures, and MOAs/MOUs.
6. If not otherwise performed at the JIC, the PIO/PAO and/or public information staff monitor media reports for accuracy and content to identify items that may cause a misunderstanding of protective action instructions for the public or that misrepresent the emergency response. The PIO/PAO and/or the public information staff contact the media to amplify, clarify, or correct protective action instructions and information regarding the response.
7. The PIO/PAO schedule and conduct media briefings, as the situation requires.
8. The PIO/PAO maintains two-way communication with the JIC to provide information about the response and to be informed about information provided to the media.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
3. CSEPP Glossary, IEM.
4. ORISE Emergency Public Information Pocket Guide, 5th Ed.



**Task:** A/C.3.2.J Activate and Operate the JIC

**Element:** Joint Information Center Staff

**Expected Outcomes:** A Joint Information Center fully capable of performing all emergency public information operations is established.

**Steps:**

1. Staffs from response organizations arrive at the JIC.
2. JIC staff change the facility from its “ready” configuration to its operational configuration according to the JIC plan.
3. IRFC and all EOCs are informed that the JIC is operational and that direction and control of public affairs/public information activities has shifted from the EOC to the JIC.
4. A news release is issued declaring JIC operational.
5. Establish security.
6. Promptly post significant response information in the JIC. This information is archived for subsequent analysis, investigations, and preparation of official reports.
7. Plan for uninterrupted 24-hour operations to include publication of schedules that cover all shifts with adequate staff.
8. Maintain continuous JIC operations during rest, meal breaks, and shift changes. Conduct staff transition briefings in accordance to the JIC plan.

**References:**

1. DA PAM 50-6, paragraph 3-4 and 3-5
2. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
3. CSEPP Glossary, IEM.
4. ORISE Emergency Public Information Pocket Guide, 5th Ed.

**Task:** A/C.3.3.J Provide Emergency Public Information to the Media and the Public

**Element:** Joint Information System

**Expected Outcomes:** There is a continual flow of information between the JIC, the respective EOCs, and other participating response organizations; interruptions in providing timely and accurate emergency public information do not occur.

**Steps:**

1. JIC staff gathers information about the event, the response, and emergency information to be provided to the public.
2. JIC staff prepares media releases to provide the public updated or new emergency information. JIC staff coordinates the content of the media releases prior to dissemination.
3. JIC staff disseminates media releases to the media according to local plans and procedures.
4. JIC staff sends copies of all media releases via FAX or e-mail to the installation EOC, affected jurisdictions' EOCs, and local government officials and congressional offices.
5. JIC spokespersons from appropriate jurisdictions provide the media with briefings on significant events in a coordinated, complete, accurate, and timely manner.
6. JIC staff monitors media reports for accuracy to identify items that may cause a misunderstanding of emergency instructions to the public or that misrepresent the response. The PAO, PIO, or the JIC staff contact the media to amplify, clarify, or correct information.
7. JIC staff arranges use of a facility for media briefings; prepare graphic materials, video or still photos, copies of news releases, and announce the time and place for the briefing in sufficient time to permit media coverage.
8. JIC staff replies to media inquiries with coordinated, authorized information that is accurate, clear, and complete in a timely manner.
9. JIC staff maintains a log of all media inquiries.
10. Public inquiry team provides prompt, accurate, consistent, and responsive emergency information.
11. Rumors or misinformation from either media accounts or the public are tracked and brought to the attention of PIOs/PAOs and are clarified and corrected as appropriate.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5
2. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
3. CSEPP Glossary, IEM.
4. ORISE Emergency Public Information Pocket Guide, 5th Ed.

**Task:** A/C.3.4.J Provide Emergency Public Information Through Media Releases

**Element:** Emergency Operations Center, Joint Information Center

**Expected Outcomes:** The public-at-risk is provided information that supports protective action instructions; the public-at-large is provided sufficient information to correctly identify their lack of risk from the hazard; other agencies and government organization involved in the response are aware of what the public has been told; the media is informed about the accident and the Army's response directly from Army officials.

**Steps:**

1. PIO/PAO gathers information about the event, the initial Army response, and emergency information to be provided to the public.
2. PIO/PAO prepares a media release to provide initial emergency information and confirmation of the event to the public.
3. PIO/PAO prepares follow-up media releases. PIO/PAO coordinates the content of the media releases through the JIS or JIC.
4. Designated representatives reviews and approves all media releases.
5. PIO/PAO disseminates media releases to the media. PIO/PAO sends copies to headquarters PA offices, off-post EOCs, the JIC, local government officials and congressional offices.
6. PIO/PAO monitors media reports for accuracy and content to identify items that may cause a misunderstanding of protective action instructions to the public or that misrepresent the response. PIO/PAO contacts the media to amplify, clarify, or correct information regarding the response.
7. The IRFC or PIO/PAO schedule and conduct media briefings.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5
2. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
3. CSEPP Glossary, IEM.
4. ORISE Emergency Public Information Pocket Guide, 5th Ed.

**Task:** A/C.3.5.E Request and Coordinate PAO Augmentation

**Element:** Emergency Operations Center Staffs

**Expected Outcomes:** The public affairs effort and JIC is supported by sufficient PIOs/PAOs and support staff; without interruptions in providing timely and accurate emergency public information.

**Steps:**

1. Determine the need for PIO/PAO augmentation.
2. Call off-duty PIO/PAO and support staff to report to the EOC or JIC. Call to duty includes information about safe routes and instructions on shift assignment
3. Request PIO/PAO and support staff augmentation from other sources.
4. Coordinate the arrival of and arrange logistic support for PIO/PAO and support staff augmentees.
5. Assign PIO/PAO and support staff augmentees to tasks and shifts.
6. Provide a transition or situation brief to the augmentees before they begin work. Ensure augmentees understand that they are under the operational control of the IRFC.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
3. CSEPP Glossary, IEM.
4. ORISE Emergency Public Information Pocket Guide, 5th Ed.

**Task:** A/C.3.6.J Coordinate Joint and Command Level Media Briefings

**Element:** Emergency Operations Center Staffs, Joint Information Center

**Expected Outcomes:** The command level news briefing is informative, and establishes the Army leadership as competent and confident. Jurisdiction spokespersons are viewed by the media and the public as credible and accessible.

**Steps:**

1. PIOs/PAOs consults with the IRFC/FOSC on the time, place, scope, and purpose of news briefing.
2. The public affairs staff in the EOC and JIC coordinates with jurisdictional PIOs/PAOs to obtain Army, or elected official to participate in the briefing.
3. If joint news conference is arranged, the PIOs/PAOs or public affairs staff coordinates with the JIC or EOC to determine when and where the conference will be held, the information to be presented, the order of presentation, and other conference protocols.
4. Jurisdictional PIOs/PAOs arrange for the use of a facility for the media briefing; prepare graphic materials, video or still photos, copies of news releases, and announce the time and place for the briefing in sufficient time to permit media coverage.
5. IRFC/FOSC and the PAO plan the Army presentation to ensure that the Army message is clear.
6. PAO arrange for the state and local officials to pre-brief the IRFC/FOSC and each other so there will be no surprise announcements during the press conference.
7. PAO collaborates with the moderator and off-post PIOs to ensure that satisfactory ground rules are established for the news conference, to include: spokesperson introductions, order of presentations, time available for presentations, and availability and use of props.
8. IRFC/FOSC presents an explanation of what happened and what the Army is doing in response, and establishes future accessibility of Army spokespersons for follow on questions and future briefings.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5
2. CSEPP Planning Guidance, Appendix J, Emergency Public Information.
3. CSEPP Glossary, IEM.
4. ORISE Emergency Public Information Pocket Guide, 5th Ed.

*This page not used.*

## Response Operating System IV: Protection

This ROS includes all activities related to assuring protection of on- and off-post general and special populations through making appropriate PADs, using sirens and other warning methods, disseminating warning messages, providing access control and security, and providing screening and decontamination.

### PERFORMANCE MAP

INSTALLATION		STATE/COUNTY	
Field	EOC	Field	EOC
	A.4.1.E Recommend CENLs, PARs, and PADs		C.4.1.E Make Protective Action Decisions
	A.4.2.E Determine On-Post PAD		C.4.2.E Activate Primary Indoor and Outdoor Warning Systems
	A.4.3.E Activate On-Post Indoor and Outdoor Warning Systems		C.4.3.E Activate Alternative or Supplementary Warning Methods
A.4.4.F Control On-Post Population Movement, Exit, and Entry			C.4.4.E Select or Prepare Protective Action Messages
A.4.5.F Assemble, Screen, and Account for the On-Post Population		C.4.5.F Conduct Route Alerting	
	A.4.6.E Provide Transportation to Evacuate the Post Population		C.4.6.E Disseminate Protective Action Messages
A.4.7.F Set Up and Operate Personnel Decontamination Station		C.4.7.F Activate Traffic and Access Control Points	
A.4.8.F Set Up and Operate Equipment Decontamination Station		C.4.8.F Implement Protective Actions for Schools and Day Care	
		C.4.9.F Implement Protection of Special Populations	

**Task:** A.4.1.E Recommend CENLs, PARs, and PADs

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Accurate recommendations for the CENL and optimum PARs and PADs are provided to the IRFC or designated representative. Recommendations to adjust or cancel CENLs, PARs and PADs are made as conditions warrant.

**Steps:**

1. Hazard analysts review the hazard prediction system outputs and select the appropriate CENL.
2. Hazard analysts recommend the PAR for off-post and present that to the IRFC or designated representative.
3. Hazard analysts recommend the PAD for on-post and present that to the IRFC or designated representative.
4. Hazard analysts repeat the above steps when new information is modeled, thus proposing the adjustment or cancellation of CENLs, PARs, and PADs when appropriate. Use currently available models and other tools to analyze shelter in place exit strategies. This includes the ventilation, or exit from shelters, during or promptly following passage of vapor plumes.

**References:**

1. DA PAM 50-6, paragraphs 3-4, 3-5, 11-2, 11-3, and 11-4.



**Task:** A.4.2.E Determine On-Post PAD

**Evaluated Component:** Emergency Operations Center Staff, IRFC

**Expected Outcomes:** The IRF Commander (IRFC) or designated representative decides the optimum PAD for on-post and announces the decision for implementation.

**Steps:**

1. IRFC or designated representative reviews the hazard analysis results and PAD recommendations and confirms that they are consistent with the information about the event and current meteorology.
2. IRFC or designated representative considers consequence management scenarios to determine their influence on the PAD for the post population.
3. The IRFC or designated representative decides the on-post PAD.
4. The IRFC declares the on-post PAD.
5. The IRFC or designated representative confirms that orders implementing the PAD are consistent with the decision.
6. The IRFC or designated representative adjusts or cancels the PAD as appropriate after considering new hazard analyses.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.

**Task:** A.4.3.E Activate On-Post Indoor and Outdoor Warning Systems

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** All persons initially in the predicted hazard area (wedge) are instructed on protective actions appropriate for their specific location within eight minutes of the PAD.

**Steps:**

1. Prepare warning message to be broadcast over indoor or outdoor warning systems. If a location other than the EOC activates the warning systems, ensure they know the appropriate warning messages to be broadcast.
2. Activate indoor and outdoor systems with sufficient lead time so that initial warning is completed within eight minutes of the PAD being determined.
3. Activate auxiliary warning systems and devices. If a location other than the EOC activates auxiliary warning systems and devices, ensure they know the appropriate warning messages to be broadcast.
4. Confirm that the warning systems have functioned and have broadcast the appropriate warning messages in all affected sectors or zones. Immediately notify the IRF Commander of any failure of primary warning systems or devices.
5. Immediately activate backup warning systems to cover any zone or sector where warning system or devices failed. Backup systems include route alerting by security forces, and radio and telephonic notification to selected facilities. Notification messages on backup systems and devices will be specific to the sectors or zones affected.
6. EOC staff reactivates primary on-post indoor and outdoor warning systems with appropriate notification messages at least every 12 minutes for the first hour, and every 20 minutes thereafter, as long as there is danger in the affected areas, unless directed otherwise by the IRFC. NOTE: Indoor timing is conducted in accordance with the CAIRA Plan or SOP.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. CAIRA Plan and SOPs.
3. Installation MOAs/MOUs.

**Task:** A.4.4.F Control On-Post Population Movement, Exit, and Entry

**Element:** Security Forces

**Expected Outcomes:** Manned TCPs and unmanned barricades are in place in time to expedite prompt and orderly evacuation. Access to hazardous areas is prevented. At risk post population is evacuated safely.

**Steps:**

1. Deploy to TCPs as instructed.
2. Don PPE, if needed. Set up TCPs or barricades promptly at the proper location.
3. Make communications checks and report operational status to the EOC.
4. Instruct evacuees and expedite their movement to safe locations. Give priority to emergency vehicles.
5. Report, treat, and arrange transport for known or potential agent exposure victims.
6. Prohibit unauthorized entry into safety zones, and expedite authorized responder access to the accident site.
7. Relocate the TCP if warranted.
8. Control reentry into evacuated areas.

**References:**

1. DA PAM 50-6, paragraphs 3-5 and 5-4.
2. Installation Guard Orders.

**Task:** A.4.5.F Assemble, Screen, and Account for the On-Post Population

**Element:** On-Post Offices, Work Areas, and Facilities

**Expected Outcomes:** The on-post population is accounted for and screened for agent exposure; the on-post population is ready to evacuate when directed.

**Steps:**

1. Activate local area alarms to complement the A & N systems.
2. Open assembly points in their facility or area of responsibility.
3. Account for all personnel by name and category (i.e., employee, visitor, contractor, or resident).
4. Identify and attempt to locate and warn unaccounted for persons.
5. Report the status of personnel in their facility or area to the EOC.
6. Screen personnel for potential for agent exposure, based on location when the release occurred, travel to the assembly point, and presenting symptoms of exposure.
7. Treat and arrange transport for known or potential agent exposure victims.
8. Oversee SIP procedures.
9. Direct unaffected personnel to appropriate safe locations via approved evacuation routes.

**References:**

1. DA PAM 50-6, paragraph 3-5.
2. MOAs/MOUs with off-post jurisdictions regarding evacuation of post population.

**Task:** A.4.6.E Provide Transportation to Evacuate the Post Population

**Element:** Emergency Operations Center Staff

**Expected Outcomes:** Sufficient transport vehicles and drivers are available where and when needed to evacuate all or part of the post population to a safe location.

**Steps:**

1. Activate the evacuation transportation plan.
2. Determine the number of transportation dependent people.
3. Determine availability of transportation/ motor pool assets (vehicles and drivers) for evacuation support. If additional support is required, obtain contract or other support.
4. Coordinate with local jurisdictions for safe evacuation routes and reception center or shelter locations
5. Direct supplemental transportation assets to pre-designated or ad hoc assembly points, identifying safe travel routes.
6. Drivers ensure that vehicles are in serviceable condition and have adequate fuel to support the mission prior to leaving for assembly points. Configure vehicles to accommodate special populations.
7. Form evacuation convoys at the assembly points. Brief drivers and provide maps and communications equipment. Conduct a communications check.
8. Load vehicles, accounting for all passengers by a vehicle manifest or some other positive means.
9. Inform local jurisdictions when the evacuation has started.
10. Receive reports when evacuees have arrived at designated reception centers or shelters.

**References:**

1. DA PAM 50-6, paragraphs 3-4 and 3-5.
2. MOAs/MOUs or contracts to provide evacuation transport vehicles and drivers.

**Task:** A 4.7.F Set Up and Operate Personnel Decontamination Station

**Element:** Decontamination Team

**Expected Outcomes:** Contaminated protective clothing is prevented from leaving the accident scene. Personnel in the clean area are protected from contamination.

**Steps:**

1. Select a location for the PDS within the contamination reduction area (CRA) that is large enough for efficient operations, is separate from equipment decontamination operations, has direct approaches from both the accident site and the staging area, and is between the hot line and contamination control line.
2. Set-up the PDS IAW guidance from the FCP.
3. Confirm that sufficient personnel, materials and supplies are available to assist responders exiting from the accident site and to sustain personnel decontamination operations for the duration of the response.
4. Operate the PDS.
5. Record the name, time and method of decontamination, post decontamination monitoring results, and monitoring instrument used for all persons processed through the PDS.
6. Once through the PDS, exiting responders report to the staging area for rest, reequipping, and subsequent assignment to duty.
7. Report PDS operations to the FCP and/or EOC. Request additional personnel or equipment from the FCP and/or EOC.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 13-2 and 13-3.

**Task:** A.4.8.F Set Up and Operate Equipment Decontamination Station

**Element:** Decontamination Team

**Expected Outcomes:** Tool and equipment used inside the contamination control line are prevented from leaving the accident site until decontamination is assured.

**Steps:**

1. Select a location for the EDS within the contamination reduction area (CRA) that is large enough for efficient operations, is separate from personnel decontamination operations, has direct approaches from both the accident site and the staging area, and is between the hot line and contamination control line.
2. Setup the EDS IAW guidance from the FCP.
3. Confirm that sufficient personnel, materials and supplies are available to process equipment and materials from the accident site and to sustain equipment decontamination operations for the duration of the response.
4. Operate the EDS.
5. Record a unique identifier for each item of equipment or container of material, the time and method of decontamination, post decontamination monitoring results, and monitoring instrument used for all items processed through the EDS. Permanently mark these items with their decontamination status.
6. Report EDS operations to the FCP and/or EOC. Request additional personnel or equipment from the FCP and/or EOC.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 5-1, 5-2, 5-3, 5-4, 7-3, 9-2, 9-3, 9-4, and 13-5.

**Task:** C.4.1.E Make Protective Action Decisions

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Protective action decisions appropriate for the risk presented to the jurisdiction's population.

**Steps:**

1. The off-post PAR is received from the installation.
2. The EMD or designee evaluates the PAR using such factors as projected exposure from computer models, exposure from field measurements, protective action guides in the jurisdiction plan, shelter availability, evacuation time estimates, and relative exposure savings between evacuation and sheltering.
3. If analysis factors match predetermined criteria, pre-existing protective action decisions are used. Otherwise, the EMD or designee PAD makes the decision based on judgment and experience.
4. The EMD or designee announces the decision to EOC staff.
5. The EMD or other decision-making authority adjusts or cancels the PAD as appropriate after considering new data.
6. The PAD is communicated to the installation EOC and other off-post jurisdictions as soon as practicable.

**References:**

1. CSEPP Planning Guidance, Section 7, 8.8, 8.5.1, Appendix D, N.2.1.1, N.3.3.
2. SLG 101, Guide for All-Hazard Emergency Operations Plan (9/96), Attachment E, Pg. 6-E-9 Evacuation & In-Place Sheltering.



**Task:** C.4.2.E Activate Primary Indoor and Outdoor Warning Systems

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The jurisdiction's population-at-risk is alerted and warned to take appropriate protective actions within established time limitations.

**Steps:**

1. Select a pre-scripted message or prepare an *ad hoc* message for broadcast over indoor (typically tone alert radios) and outdoor (typically sirens) warning systems.
2. Select individual sirens/radios or groups of sirens/radios for activation as appropriate for the area at risk (including the installation, if required by MOA/MOU).
3. Activate outdoor system and/or indoor systems.
4. Confirm that the warning systems have functioned and have broadcast the appropriate warning messages in all affected sectors or zones. Immediately notify the EMD of any failure of primary warning systems or devices.
5. EOC reactivates primary off-post systems with appropriate warning messages at least every 12 minutes for the first hour, and every 20 minutes thereafter, as long as there is danger in the affected areas, unless directed by the EMD.
6. Place backup warning systems on standby in event of primary system failure.
7. Directly notify specified facilities such as large businesses, highway administrators, major recreational facilities, airports, railroads, or institutions, to perform initial response actions, according to established procedures.

**References:**

1. CSEPP Planning Guidance, Appendix C, C-2, Section 8.7, Appendix F, F.17.
2. SLG 101. Attachment E. 6-E-8.

**Task:** C.4.3.E Activate Alternative or Supplementary Warning Methods

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** All persons in the predicted hazard area receive the appropriate protective action warning.

**Steps:**

1. Identify failures in primary warning systems and their locations.
2. Identify alternate or supplementary methods (e.g., route alerting, pagers, signs, visual signals, etc.) of alert and warning that can be used in areas where primary systems have failed.
3. Determine the feasibility of route alerting by assessing the following factors:
  - a. The plume arrival time for the area requiring route alerting.
  - b. The time required for assets to arrive at the designated routes.
  - c. The availability of safe routes to, from, and within the alert area.
  - d. The amount of time required to complete the route.
4. Activate or implement appropriate alternate or supplementary alert and warning systems.
5. If route alerting is selected, provide the route alerting assets information regarding safe routes to and from the alert location and any required hazard information (e.g., time to abandon the route).
6. Determine the impact of a delayed protective action warning on the affected population-at-risk and inform the EMD or designee. The EMD or designee adjusts the jurisdiction's response activities accordingly.

**References:**

1. CSEPP Planning Guidance, Appendix F.
2. SLG 101, Attachment E, 6-E-7, 8.

**Task:** C.4.4.E Select or Prepare Protective Action Messages

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Appropriate protective action messages are able to be disseminated to the affected population.

**Steps:**

1. Identify and select pre-scripted protective action message appropriate for the PAD for broadcast via the EAS or other broadcast media.
2. Fill in blanks or modify selected messages with information specific to the accident.
3. Prepare *ad hoc* message if there are no pre-scripted messages appropriate for the PAD.
4. Ensure needs of mobility, visual, or hearing impaired, non-English speakers, and institutions are addressed in the protective action messages.
5. Provide copies of selected message(s) to other EOCs if required by procedures.

**References:**

1. CSEPP Planning Guidance, Appendix. F, F-4, Appendix J, J-13, Section 8.7.
2. SLG 101, Sections 2.2, 2.2.2, 2.3, 7.1, 8.2, 8.7 (7-6, 7-9, 7-12, 7-13, 7-14), 8.9, 8.14.2, C.6.d, Appendix J, J.7, J.16 thru J.25, K.12.

**Task:** C.4.5.F Conduct Route Alerting

**Evaluated Component:** Fire Department, Law Enforcement Agency, and Public Works  
Department Personnel

**Expected Outcomes:** All persons in the predicted hazard area receive the appropriate protective action warning.

**Steps:**

1. Receive the requirement to conduct route alerting from the EOC.
2. Identify route alerting teams and vehicles.
3. Supervisors provide teams with maps and directions for the area where they are to conduct route alerting, brief teams on safe routes to and from the area, expected stay times, and other hazard protection information, and provide teams a copy of the message to be broadcast over the vehicle public address system.
4. Route alert teams conduct population warning, traveling at a speed that ensures the entire message is heard as they pass through their designated warning areas.
5. Route alert teams provide status reports according to established plans and procedures.

**References:**

1. CSEPP Planning Guidance, Appendix F, F-3, 4, 21, 22.
2. SLG 101, Attachment E, 6-E-7, 8.

**Task:** C.4.6.E Disseminate Protective Action Messages

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** The population-at-risk is warned and provided appropriate protective action information.

**Steps:**

1. Place EAS stations or other local broadcast media on standby to receive messages.
2. Identify whether the EAS stations or local broadcast media are to use propositioned and pre-scripted messages or *ad hoc* messages.
3. Provide the EAS stations or local broadcast media changes to the propositioned and pre-scripted messages or provide the *ad hoc* messages prior to broadcast, as required.
4. Inform participating EAS stations or local broadcast media of the time interval that the protective action messages are to be broadcast.
5. EAS stations or other media broadcast the message(s) within specified time and at the specified interval.
6. If the capability exists, make direct EAS broadcasts according to established procedures.

**References:**

1. CSEPP Planning Guidance, Appendix C, F, and Appendix J; Sect. 8.7.
2. SLG 101, Attachment E, 6-E-7, 8.

**Task:** C.4.7.F Activate Traffic and Access Control Points

**Evaluated Component:** Traffic and Access Control Points

**Expected Outcomes:** Traffic control points are in place in time to support the evacuation order; an orderly evacuation facilitated; access to the predicted hazard area is prevented.

**Steps:**

1. If sufficient time is available, inventory and stage crews, vehicles, and equipment to support establishment of the specified ACP/TCPs.
2. Move to designated locations.
3. Set up equipment in the proper locations to prevent access to restricted area and to direct movement out of the area.
4. Make communications checks and report operational status to the appropriate supervisor or EOC staff. Make follow-up reports at regular intervals.
5. Direct evacuees along evacuation routes.
6. Prevent unauthorized access into the predicted hazard area. Facilitate the movement of emergency vehicles and crews through restricted areas.
7. Promptly relocate TCPs and ACPs as directed by supervisors.

**References:**

1. CSEPP Planning Guidance, Sect. 8.8, 8.8.1, Appendix G.
2. CSEPP Capability Assessment for Readiness (CAR) 5.9.9,5.9.10, 539.1-2.

**Task:** C.4.8.F Implement Protective Actions for Schools and Day Care

**Evaluated Component:** Schools and Day Care Centers; Field Elements

**Expected Outcomes:** All school and day care students and personnel are sheltered in place or are promptly and safely evacuated to host schools, day care facilities, or reception centers.

**Steps:**

1. If directed to shelter in-place, implement normal, expedient, or pressurized shelter-in-place procedures, following local procedures.
2. If directed to evacuate, identify transportation resources needed and request their prompt deployment, including requesting additional resources.
3. Transportation providers:
  - a. Mobilize vehicles and crews.
  - b. Brief drivers on emergency procedures, location of pick-up point, location of host facility (destination), emergency procedures, and routes to follow to the pick-up point and final destination.
  - c. Establish and maintain communication for the duration of the evacuation.
4. If privately owned vehicles are used (e.g., by a small day care facility), drivers are provided maps and are briefed on emergency procedures, the destination, and the route to follow.
5. Children and accompanying adults are assembled, boarded on buses or other transportation assets, and transported to the host facility.
6. Schools and day care centers respond promptly and correctly to changes protective action (e.g., from sheltering in-place to evacuation).

**References:**

1. CSEPP Planning Guidance (CPG), Section. 8.9, 8.9.1, Appendix J.12-J.14.
2. SLG, Attachment E, pg. 5-E-1, 8.12, 8.12.1.
3. CSEPP Capability Assessment for Readiness (CAR) 5.10.4.

**Task:** C.4.9.F Implement Protection of Special Populations

**Evaluated Component:** Special Populations Sites

**Expected Outcomes:** All special populations are sheltered in place or are promptly and safely evacuated to host facilities or reception centers.

**Steps:**

1. If directed to shelter in-place, implement normal, expedient, or pressurized shelter-in-place procedures, following local procedures.
2. If directed to evacuate, identify transportation resources needed and request their prompt deployment, including requesting additional resources.
3. Transportation providers:
  - a. Mobilize vehicles and crews.
  - b. Brief drivers on emergency procedures, location of pick-up points, location of host facility (destination), emergency procedures, and routes to follow to the pick-up points and final destination.
  - c. Establish and maintain communication for the duration of the evacuation.
4. If privately owned vehicles are used, drivers are provided maps and are briefed on emergency procedures, the destination, and the route to follow.
5. Institutional populations are assembled, boarded on buses or other transportation assets, and transported to the host facility.
6. Special populations and facilities respond promptly and correctly to changes protective action (e.g., from sheltering in-place to evacuation).

**References:**

1. CSEPP Planning Guidance (CPG), Section 8.9. 8.9.1, Appendix J.12-J.14.
2. SLG 101, Attachment E, pg 5-E-1, 8.12, 8.12.1.
3. CSEPP Capability Assessment for Readiness (CAR) 5.10.4.



## Response Operating System V: Victim Care

This ROS includes all activities related to treating on-post contaminated casualties at the accident site and depot, victim transport, treatment at off-post medical facilities, patient tracking, and handling and tracking disposition of human remains.

### PERFORMANCE MAP

INSTALLATION		STATE/COUNTY	
Field	EOC	Field	EOC
A.5.1.F Provide Immediate Emergency Aid at the CAI Site		C.5.1.F Prepare Medical Treatment Facility to Receive Patients	
A.5.2.F Provide Emergency Triage, Treatment, and Stabilization at CAI Site		C.5.2.F Screen Evacuees for Agent Contamination	
A.5.3.F Victim Status Reports	A.5.4.E Track the Location and Status of Patients	C.5.3.F Treat Patients at the Screening Site	
A.5.5.F Decontaminate Patients at the CAI Site		C.5.4.F Decontaminate Potentially Exposed Evacuees	
A.5.6.F Prepare Medical Facility to Receive Patients		C.5.5.F Decontaminate Patients at the Screening Location or Medical Treatment Facility	
A.5.7.F Transport Patients to a Medical Facility		C.5.6.F Transport Patients to a Medical Treatment Facility	
A.5.8.F Treat Patients at a Medical facility		C.5.7.F Treat Patients at a Medical Treatment Facility	
A.5.9.F Collect and Decontaminate Human Remains	A.5.10.E Coordinate the Disposition of Human Remains	C.5.8.F Collect and Decontaminate Human Remains	C.5.9.E Coordinate the Disposition of Human Remains

**Task:** A.5.1.F Provide Immediate Emergency Aid at the CAI Site

**Evaluated Component:** Non-Medical First Responders, Work Teams, and Security Teams

**Expected Outcomes:** Victims are saved from additional trauma, injury, and agent exposure. Appropriate life saving self-aid and first-aid is accomplished.

**Steps:**

1. Victims and co-workers perform immediate self-aid and buddy-aid, continuing until medical response teams assume treatment. This includes:
  - a. Donning PPE, as appropriate.
  - b. Moving victims from the immediate danger area.
  - c. Providing the airway, breathing, and circulation (ABC) of CPR, controlling blood loss, supporting fractures, and administering antidotes.
2. Removing gross contamination from the victim's exposed skin and PPE.
3. Move victims to the emergency PDS/PDS, continuing life-support and first aid treatment during movement.
4. If a PDS is not established, conduct expedient decontamination.
5. Arrange victims for immediate triage by the medical response team upon completion of decontamination procedures.
6. Victims and non-medical responders contribute to patient history, with particular attention given to the agent antidote regimen and decontamination processes accomplished.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.2.F Provide Emergency Triage, Treatment, and Stabilization at CAI Site

**Evaluated Component:** Medical Response Team

**Expected Outcome:** The patient is stabilized and taken to a medical facility in time to prevent death or permanent incapacitation.

**Steps:**

1. Medical responders don appropriate PPE.
2. Begin proper triage procedures at the emergency PDS.
3. Conduct primary patient assessment/decontamination (if needed).
4. Address life-threatening issues and establish patient history.
5. Treat signs and symptoms. Continually assess the patient.
6. Determine if patient will be transported to the on-post medical facility or an off-post medical facility.
7. Prepare victim for transport to the medical facility. Continue patient treatment while preparing patients for transport.
8. Provide patient tracking information to medical services coordinator (s).

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.3.F Victim Status Reports

Evaluated Component: Work Teams; Security Teams; Field Medical Teams, Medical Facility

**Expected Outcomes:** The IRFC has current information about the location and status of all victims of injury or agent exposure.

**Steps:**

1. Workers and responders make initial reports from the field about the location and status (extent of injury and exposure, and care being provided) of all injured or exposed persons.
2. Field supervisors or medical staff makes regular update reports from the incident site or the medical facility about the location and status (extent of injury and exposure, and care being provided) of all injured or exposed persons.
3. Field supervisors or medical staff make regular update reports from the incident site or the post medical facility about delays in care for victims, and recommend or request assistance to remedy the delay.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.4.E Track the Location and Status of Patients

**Evaluated Component:** Emergency Operations Center, Medical Facility

**Expected Outcomes:** The IRFC is satisfied that patients' identities are confirmed, that their medical needs are taken care of, and that accurate information is available to notify patients' next-of-kin. No patient's identity or information is mistakenly released in reports or news releases.

**Steps:**

1. The medical facility and the EOC staff receives initial and follow-up reports from the field or medical facility about the location and status (extent of injury and exposure, and care being provided) of persons on-post and off-post who are ill, injured or exposed as a result of the CAI.
2. Patient information is posted to status boards in the EOC and on-post medical facility and the IRFC is briefed in accordance with local procedures.
3. The medical facility and EOC staff periodically solicits updates on patients if they are not forthcoming from the field.
4. The medical facility and EOC staff identify delays in patient care.
5. The medical facility and EOC staff coordinate with county and state health department/medical services coordinator and exchange information regarding the status and location of both installation and community patients.
6. The identity of patients from the Army installation is positively confirmed by an Army medical professional or a supervisor before next-of-kin notifications are made or reports or news releases are made that identify patients by name.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.5.F Decontaminate Patients at the CAI Site

**Evaluated Component:** Non-Medical First Responders, Medical Response Team

**Expected Outcome:** Effective decontamination, making the patient as clean as possible, to reduce contamination to a level that is no longer a threat to the patient or the responder.

**Steps:**

1. Don PPE.
2. Conduct gross decontamination at the emergency PDS/PDS:
  - a. Remove all patient clothing and belongings and secure.
  - b. Begin with the least aggressive decontamination methods, using warm water and decontaminating solutions. Wash exposed areas gently under a stream of water and scrub with a soft brush or surgical sponge.
  - c. Decontaminate patient from the head down; prevent contamination of open wounds. Decontaminate exposed wounds and eyes before intact skin. Cover wounds with waterproof dressing after decontamination.
3. Remove contaminants to the level that they are no threat to the patient or response personnel.
4. Isolate the patient to prevent the spread of any remaining contaminants and prepare patient for transport to a medical treatment facility.
5. Identify level of decontamination in patient history and identify (tag) the patient as decontaminated.
6. Coordinate transportation of victims to a medical facility.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.6.F Prepare Medical Facility to Receive Patients

**Evaluated Component:** Medical Facility

**Expected Outcomes:** The medical facility is prepared for the arrival and treatment of patients.

**Steps:**

1. Receive notification that a CAI has occurred and requests to receive patients.
2. Notify all services involved in the plan and mobilize the emergency department.
3. If the incoming patient was potentially contaminated or exposed to agent, implement the hazardous material plan for the facility:
  - a Prepare the decontamination and treatment areas.
  - b Select PPE and prepare the triage and decontamination teams to receive patients.
4. Notify patient transports of any special approach or entrance to the medical facility.
5. Receive initial and follow-up patient information from the CAI site and patient transports.
6. Make arrangements to identify and isolate potentially contaminated patients that bring themselves to the treatment facility unannounced or present themselves outside of regular EMS channels.
7. Report the status of requests to receive patients and the state of preparedness to accommodate the requests to the local medical services coordinator.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.7.F Transport Patients to a Medical Facility

**Evaluated Component:** Medical Responders

**Expected Outcomes:** The patient is taken to a medical facility in time to prevent death or permanent incapacitation; vehicle, crew, and EMS personnel are returned to service.

**Steps:**

1. Coordinate patient transport to the on-post medical treatment facility or for direct air or surface transport to a credentialed off-post medical treatment facility.
2. If patient is to be directly transported to a credentialed off-post medical treatment facility, coordinate for patient admission in accordance with local procedures.
3. Prepare the transport vehicle. If practical, drape surfaces and remove all non-essential equipment from the transport vehicle.
4. Don PPE.
5. Ensure the patient has been decontaminated and wrapped to prevent cross-contamination prior to being placed in the transport vehicle.
6. Coordinate with the EOC to ensure that the patient transfer will be via a safe route, and will be expedited through on-post and off-post TCPs and ACPs.
7. Transport patient to the designated treatment facility. Continue appropriate treatment during transfer and transport. Provide treatment and patient history updates to the receiving medical treatment facility.
8. Upon arrival at the medical treatment facility, park the ambulance in an area away from the emergency department or at an area designated by the facility. Do not bring patients into the treatment facility until permission is received from the treatment facility staff.
9. After unloading the patient, check with the medical treatment facility to determine where the transport vehicle can be safely decontaminated so the vehicle can be returned to service.
10. Decontaminate exposed vehicle, crew, and EMS personnel.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.



**Task:** A.5.8.F Treat Patients at a Medical Facility

**Evaluated Component:** Medical Facility Staff

**Expected Outcomes:** Patients are given appropriate medical treatment consistent with their injuries, illness, or extent of exposure. Patients are stabilized and promptly transferred to off-post medical treatment facilities.

**Steps:**

1. Medical staff meets the ambulance or transport vehicle upon arrival and begin triage.
2. Review patient history; assess patient's condition (note type and quantity of antidote administered and the method and extent of decontamination).
3. If patient comes directly from the hazard area and has not previously been decontaminated, have the decontamination team perform gross and secondary decontamination before the patient enters the treatment facility.
4. If treatment required exceeds the treatment facility's capability, refer patient to an off-post medical facility.
5. The medical staff treats presenting signs and symptoms according to good medical practice.
6. Admit, transfer, or discharge patients.
7. Provide patient tracking information to the EOC.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-1, 6-2, 6-5, and 7-3; Tables 6-1 and 6-2.

**Task:** A.5.9.F Collect and Decontaminate Human Remains

**Evaluated Component:** IRF Work Teams, Medical Response Teams

**Expected Outcomes:** Remains are treated with dignity and respect at all times; remains are made available to the next-of-kin.

**Steps:**

1. Remains are not moved until authorized by the Commander or designated representative, unless movement is required to prevent destruction of the body or to protect life, safety, or health.
2. Medical authority confirms that the victims are deceased, confirms their identity, and reports the information to the EOC.
3. Remains are tagged and moved to a decontamination site when movement is authorized.
4. Personal effects of the deceased are removed, monitored, decontaminated (if possible without destruction), segregated by contamination status, and secured. Special provisions are made for personal effects that cannot be decontaminated without being destroyed.
5. If the remains are identified a potentially contaminated or exposed, thoroughly decontaminate the remains using the same procedures for exposed persons who were not fatalities. Make a record of the methods used for decontamination and confirm that decontamination is complete.
6. The remains are contained and properly stored pending arrangements for transfer to a mortuary or other appropriate facility.
7. Using patient tracking procedures, report the location and status remains to the EOC.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-4 and 9-3.

**Task:** A.5.10.E Coordinate the Disposition of Human Remains

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Legal requirements for handling remains are met; the next-of-kin are helped to claim the remains of the deceased.

**Steps:**

1. Receive reports of fatalities from field locations, record the information, and inform the IRF Commander or designated representative. Determine if the deceased are installation employees, contractors, or visitors.
2. Contact the coroner or medical examiner to determine if an investigation as to cause of death will be required, if the coroner or medical examiner will require custody of the remains, and if the remains can be moved. Coordinate Army assistance to the coroner or medical examiner.
3. Track decontamination status and location of remains and personal effects.
4. Determine next-of-kin wishes for movement of remains to a mortuary or other appropriate facility. Assist the next-of-kin in making arrangements for transfer of the remains.

**References:**

1. DA PAM 50-6, paragraphs 3-5, 6-4 and 9-3.

**Task:** C.5.1.F Prepare Medical Treatment Facility to Receive Patients

**Evaluated Component:** Medical Treatment Facility

**Expected Outcomes:** The medical treatment facility is prepared for the arrival and treatment of patients.

**Steps:**

1. Receive notification that a CAI has occurred and patients are coming to the facility. If notification comes from other than the usual emergency communications channels, verify the notification.
2. Notify all services and mobilize the emergency department.
3. If the incoming patient is identified as exposed or potentially exposed to agent, implement the hazardous material plan for the facility.
  - a Prepare the decontamination and treatment areas in accordance with local protocols or standing operating procedures.
  - b Select PPE appropriate for the hazard and prepare the triage and decontamination teams to receive patients.
4. Notify patient transports of any special approach or entrance to the medical treatment facility that is to be used.
5. Receive initial and follow-up patient information from the accident site and patient transports.
6. Make arrangements to identify and isolate exposed or potentially exposed patients that bring themselves to the treatment facility unannounced or present themselves from outside regular EMS channels.

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

**Task:** C.5.2.F Screen Evacuees for Agent Contamination

**Evaluated Component:** Evacuee Screening Locations

**Expected Outcomes:** Potentially exposed persons are identified and for decontamination.

**Steps:**

1. Select evacuee screening locations according to established plans and procedures.
2. Set-up the screening location according to local plans and procedures, paying special attention to contamination and access control measures.
3. Conduct differential screening of evacuees by determining:
  - a. If they present signs and symptoms of chemical agent exposure.
  - b. If they have been evacuated from the predicted hazard area.
  - c. Their time of departure from the predicted hazard area (to determine if they have traveled through the plume).
  - d. If they desire decontamination even though they have not or are not likely to have been exposed.
4. Escort exposed evacuees (those presenting signs and symptoms) directly to the decontamination area. Direct potentially exposed evacuees and others desiring decontamination to a holding area.
5. Direct all other evacuees to reception centers or shelters.
6. Review rosters to assure continuous, 24-hour operations, and assign screening personnel to tasks and shifts where they are most needed. Provide a transition or situation briefing to later shift personnel before they begin work.
7. Provide reports to the EOC according to established plans and procedures.

**References:**

1. CSEPP Planning Guidance (CPG) Sections 8.6, 8.6.1.
2. SLG, Sections 8.17.1, 8.10, 8.10.1.
3. SLG 101 Attachment F pg. 5-F-1, Attachment G pg. 5-G-3.
4. CSEPP Capability Assessment for Readiness (CAR) 5.30, 29.
5. 29 CFR Ch. XVII 1910. 134, pg. 425 – 450.

**Task:** C.5.3.F Treat Patients at the Screening Site

**Evaluated Component:** Medical Response Team

**Expected Outcomes:** The patient is stabilized and taken to a medical treatment facility in time to prevent death or permanent incapacitation.

**Steps:**

1. Medical responders don PPE and take other measures to protect themselves from danger due to contamination, blood-borne pathogen, bodily fluids, etc.
2. In a multiple patient situation, begin proper triage procedures.
3. Conduct primary patient assessment while simultaneously conducting decontamination (if needed). Assign highest priorities to life-threatening issues (ABC - airway, breathing, circulation) and decontamination. Except for the administration of antidotes, perform invasive procedures only in uncontaminated areas.
4. Once life-threatening issues have been addressed, and as conditions allow, direct attention to secondary patient assessment and establish patient history.
5. If not already done, arrange for and coordinate transportation of victims to a medical treatment facility.
6. Using good medical practice, treat presenting signs and symptoms as appropriate and when conditions allow.
7. Reassess the patient continuously because of possible latent physiological effects of agent exposure.
8. Delay prophylactic measures until the patient is decontaminated.
9. Prepare victim for transport to medical facility.
10. Provide patient tracking information in accordance with established protocols and procedures.

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

**Task:** C.5.4.F Decontaminate Potentially Exposed Evacuees**Evaluated Component:** Decontamination Areas

**Expected Outcomes:** All individuals suspected of being contaminated are properly decontaminated.

**Steps:**

1. Select decontamination areas according to local plans and procedures.
2. Set-up decontamination areas according to local plans and procedures, paying special attention to contamination control measures. Ensure availability of sufficient supplies of water, fuel, and electricity.
3. Decontamination crews don appropriate protective clothing before starting operations.
4. At the holding area:
  - a. Segregate evacuees: 1) evacuees who exhibit signs or symptoms of agent exposure; 2) evacuees who have been exposed or potentially exposed to chemical agent, regardless of whether they exhibit signs or symptoms of agent exposure; and, 3) evacuees who desire decontamination even though they have not or are not likely to have been exposed.
  - b. Separate evacuees by gender, if sufficient decontamination resources are available.
  - c. Identify and secure personal property (automobiles, etc.). Inform evacuees about how to collect their property when return to the area is authorized.
5. At the appropriate station, direct individuals to be decontaminated to remove their clothing and belongings. Decontamination crews place-removed items in bags, label the bags, and secure the removed items according to established procedures.
6. Tag, decontaminate, verify cleanliness, and return eyeglasses to individuals.
7. Decontaminate evacuees using currently accepted standards of care and practice.
8. Provide decontaminated persons with clean clothing. Identify (tag) evacuees as decontaminated in accordance with local procedures.
9. If decontaminated evacuees are identified as Priority 1, hand them over to supporting emergency medical assets for treatment and transport to a medical treatment facility.
10. Re-screen individuals following decontamination for signs and symptoms of agent exposure, and decontaminate again if needed.
11. Provide decontaminated individuals transportation to a shelter.
12. Review rosters to assure continuous, 24-hour operations and to assign decontamination personnel to tasks and shifts where they are most needed. Provide a transition or situation briefing to later shift personnel before they begin work.

**References:**

1. CSEPP Planning Guidance (CPG) Sect 8.17, 8-17.1, Appendix L.
2. CSEPP Capability Assessment for Readiness (CAR) 5.30.
3. 29 CFR Ch. XVII 1910.120 & 1910.134.
4. SLG 101, Attachment G page. 5-G-1.

**Task:** C.5.5.F Decontaminate Patients at the Screening Location or Medical Treatment Facility

**Evaluated Component:** Medical Response Team, Medical Treatment Facility

**Expected Outcomes:** Effective decontamination is conducted, making the patient as clean as possible, reducing contamination to a level that is no longer a threat to the patient or the responder.

**Steps:**

1. Don appropriate PPE and practice contamination control.
2. Conduct gross decontamination by removing all patient clothing and belongings, place-removed items in labeled bags, and properly secure the removed items.
  - a. If injured, conduct secondary decontamination:
  - b. Decontaminate exposed wounds and eyes before intact skin. Cover wounds with waterproof dressing after decontamination. Decontaminate patient from the head down, taking care not to introduce contaminants into open wounds.
  - c. Begin with the least aggressive decontamination methods, using warm water and appropriate decontaminating solutions. Limit mechanical and chemical irritation of the skin by washing exposed areas gently under a stream of water and scrubbing with a soft brush or surgical sponge.
3. Remove contaminants to the level that they are no longer a threat to the patient or response personnel.
4. Coordinate transportation of victims to a medical treatment facility.
5. Isolate the patient from the environment to prevent the spread of any remaining contaminants and prepare patient for transport to a medical treatment facility.
6. Identify level of decontamination in patient history and identify (tag) the patient as decontaminated in accordance with local protocols or procedures.

**References:**

1. CSEPP Planning Guidance, 8.11, 8.11.1, Attachment I (1-8).
2. CSEPP Planning Guidance, Appendix. H (2-7).
3. CSEPP Planning Guidance, Appendix L (1-13).
4. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
5. SLG 101 Chap 6, Attachment C (6-C-12).



**Task:** C.5.6.F Transport Patients to a Medical Treatment Facility

**Evaluated Component:** Medical Response Team

**Expected Outcomes:** The patient is taken to a medical treatment facility in time to prevent death or permanent incapacitation; vehicle, crew, and EMS personnel are returned to service

**Steps:**

1. Ensure patient has been decontaminated, tagged, and packaged to prevent cross-contamination and the need for decontamination at the medical treatment facility prior to being placed in the transport vehicle.
2. Notify the receiving medical treatment facility that an exposed patient is coming. Provide initial patient information. Obtain instructions on approaching and entering the medical treatment facility.
3. Reassess the patient continuously because of possible latent physiological effects of agent exposure. Continue treatment during transfer and transport. Update patient history and the receiving medical treatment facility regarding treatment provided.
4. Upon arrival at the medical treatment facility, park the ambulance in an area away from the emergency department or at an area designated by the facility.
5. Do not bring patients into the treatment facility until permission is received from the treatment facility staff.

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

**Task:** C.5.7.F Treat Patients at a Medical Treatment Facility

**Evaluated Component:** Medical Treatment Facility Staff

**Expected Outcomes:** Patients are given appropriate medical treatment consistent with their injuries, illness, and extent of exposure.

**Steps:**

1. Meet the ambulance or transport vehicle upon arrival and begin triage procedures.
2. Obtain and review patient history; assess the condition of the patient paying special attention to the type and quantity of antidote administered to the patient and the method and extent of decontamination.
3. Isolate and decontaminate patients that arrive unannounced or from outside the EMS system. Perform gross and secondary decontamination in the designated area before the patient is allowed to enter the treatment facility. Bag, seal, and label patient clothing and effects. Note on the patient history locations on the body where contamination (if any) is found. Initial patient survey and stabilization should occur simultaneously for these individuals.
4. If treatment required exceeds the treatment facility's capability, refer patient to an appropriate treatment facility.
5. After the patient is moved into the clean area of the facility, the medical staff treats presenting signs and symptoms as appropriate and with good medical practice.
6. Admit transfer, or discharge patients.
7. Conduct patient tracking.

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

**Task:** C.5.8.F Collect and Decontaminate Human Remains

**Evaluated Component:** Field Locations

**Expected Outcomes:** Remains are treated with dignity and respect at all times; remains are made available to the next-of-kin.

**Steps:**

1. Field teams locate fatalities and provide reports to the EOC.
2. Remains are not moved until authorized by the incident commander, emergency services coordinator, senior elected official, or designated representatives, unless movement is required to prevent destruction of the body or to protect life, safety, or health.
3. Competent medical authority confirms that the victims are deceased, confirms their identity, and reports the information to the EOC.
4. Remains are tagged and moved to a decontamination site when movement is authorized.
5. Personal effects are removed from victims. Personal effects are monitored, segregated (contaminated/not contaminated) and secured.
6. Deceased persons are thoroughly decontaminated, using the same procedures for exposed persons who were not fatalities, to ensure there is no hazard in handling the remains. A record is made of the methods used for decontamination and for confirming that decontamination is complete.
7. The remains are respectfully contained and properly stored pending arrangements for transfer to a mortuary or other appropriate facility. Location of the remains is reported to the EOC.

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

**Task:** C.5.9.E/F Coordinate the Disposition of Human Remains

**Evaluated Component:** Emergency Operation Center, Medical Treatment Facility

**Expected Outcomes:** Legal requirements for handling remains are met; the next-of-kin are helped to claim the remains of the deceased.

**Steps:**

1. Receive reports of fatalities from field locations, record information, and informs the emergency services coordinator/senior elected official or designated representative.
2. Contact coroner or medical examiner to determine if an investigation as to cause of death will be required, if the coroner or medical examiner will require custody of the remains, and if the remains can be moved.
3. Coordinate Army assistance to the coroner or medical examiner.
4. Track decontamination status and location of remains and personal effects.
5. Determine next-of-kin wishes for movement of remains to a mortuary or other appropriate facility (part of the notification process).

**References:**

1. CSEPP Planning Guidance 8.11, 8.11.1.
2. CSEPP Planning Guidance Appendix I (1-8).
3. SLG 101 Chap 5, Attachment G (5-G-1 – 5-G-15).
4. SLG 101 Chap 6, Attachment C (6-C-12).

## Response Operating System VI: Evacuee Support

This ROS includes all tasks following the Protective Action Decision through opening, operating, and supporting reception centers and shelters.

### PERFORMANCE MAP

INSTALLATION		STATE/COUNTY	
Field	EOC	Field	EOC
		C.6.1.F Operate Reception Centers	C.6.3.E Direct and Control Reception Center Operations
	A.6.1.E Arrange for and Provide Counseling and Religious Support	C.6.2.F Operate Shelters	C.6.4.E Direct and Control Shelter Operations
	A.6.2.E Arrange for and Provide Army Claims Services		
	A.6.3.E Arrange for and Provide Veterinary Services		

**Task:** A.6.1.E Arrange for and Provide Counseling and Religious Support

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Army employees and post residents are provided support, advice, assistance, consolation, encouragement, and spiritual support as needed, for the duration of the response to the chemical event.

**Steps:**

1. Determine the need for clergy or counselor support from local community based programs, the support installation(s), or AMC.
2. Provide counseling and religious support to the on-post population. Integrate this support with that provided by State and local governments for the off-post population.
3. Request counseling and religious support staff augmentation from the support installation(s) or the AMC Chaplain Crisis Response Team.
4. Provide the support installation(s) and the AMC Chaplain Crisis Response Team information about the affected population.
5. Coordinate the arrival of and arrange logistic support for counseling and religious support staff augmenters.
6. Assign counseling and religious support staff augmenters to tasks and shifts where they are most needed, consistent with their capabilities.
7. Provide a transition or situation brief to the augmenters.
8. Provide counseling and religious support to Army employees and post residents.
9. Keep the IRFC informed of counseling and religious support activities and any problems that require extraordinary action or intervention.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.6.2.E Arrange for and Provide Army Claims Services

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Army claims services personnel operate from a location that is suitable for their activities, and treat claimants with empathetic consideration for their circumstances, regardless of the apparent legitimacy of their claims.

**Steps:**

1. Determine the CAI's potential to cause claims to be generated against the Army.
2. Request the deployment of Army claims service support from the supporting installation(s) or from the Army claims service according to established regulations, procedures, or MOAs. Provide sufficient information about the CAI to ensure an appropriate response. This request might be incorporated in a request for the SRF.
3. Coordinate the arrival of and logistical support for Army claims services augmenters.
4. Assign Army claims services augmenters to tasks and shifts.
5. Provide a transition or situation brief to augmentees
6. Army claims services personnel set up and operate one or more claims offices in locations that are secure, that are convenient for the affected population, and that do not interfere with other response operations. Co-locate with other civil emergency relief and assistance offices as appropriate. Operate claims offices on a schedule that accommodates claimants.
7. Army claims services personnel take claims from persons who allege that they have suffered losses as a result of the chemical accident.
8. Keep the IRFC informed about claims service activities and any problems that require extraordinary action or intervention.

**References:**

1. DA PAM 50-6, paragraph 3-5.

**Task:** A.6.3.E Arrange for and Provide Veterinary Services

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** On-post livestock, companion animals, and wildlife that are injured or exposed to chemical agent, or are at risk of injury or exposure, are identified and treated humanely.

**Steps:**

1. Determine the need for veterinary support from the support installation(s) or AMC.
2. Request veterinarian assets from the support installation(s) or the SBCCOM Operations Center. Include information on the composition and circumstances of the livestock, companion animals, and fauna on-post to ensure an appropriate response.
3. Coordinate the arrival of and arrange logistic support for veterinary services augmenters.
4. Assign veterinary services augmentees to tasks and shifts.
5. Provide a transition or situation brief to the augmentees.
6. Army veterinarian services personnel provide medical treatment or euthanasia for on-post livestock, companion animals, and wildlife using good veterinary practice. Coordinate Federal agencies if endangered species are involved.
7. Provide veterinary advice to state and local agriculture or veterinary officials.
8. Keep the IRFC informed about veterinary services activities and any problems that require extraordinary action or intervention. Give special attention to the legal and economic considerations of providing Army veterinarian services for privately owned livestock and companion animals.

**References:**

1. DA PAM 50-6, paragraph 3-5.



**Task:** C.6.1.E Direct and Control Reception Center Operations

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Direction and control of reception center activities is established; reception center activities are coordinated to ensure the efficiency of evacuee support.

**Steps:**

1. Determine number of reception centers to be activated. Select predetermined locations or identify *ad hoc* locations along evacuation routes where they will not impede evacuation.
2. Notify the government or non-government agency identified to operate reception centers and direct them to mobilize their staff and equipment to establish the facilities.
3. Notify agencies that provide support to the reception center (e.g., EMS, Law Enforcement).
4. Provide operating and supporting agencies information on which reception centers will be activated, the hazard area, routes to take to the reception centers, and en-route emergency procedures.
5. Coordinate with traffic control personnel to expedite movement of reception center assets to the designated locations.
6. Notify the storage installation and adjacent jurisdiction EOCs of decision to activate reception centers and their location.
7. Receive reports and solicit information regarding the status of reception center operations, paying special attention to the need for additional staff or equipment.
8. Obtain and arrange for distribution of supplies and equipment needed to sustain reception center operations.
9. Coordinate for additional manpower to assure continuous, 24-hour operations. Assign augmenting personnel to reception centers where they are most needed.

**References:**

1. CSEPP Planning Guidance, Sections 8.2.1, 8.13.3, 8.15, Appendices K, K.2, K.11.b, L.5.
2. SLG 101 Guide for All-Hazard Emergency Operations Plan (9/96), Attachment E, Pg. 6-E-11.

**Task:** C.6.2.F Operate Reception Centers

**Evaluated Component:** Reception Center Staff

**Expected Outcomes:** A fully staffed and functioning reception center.

**Steps:**

1. Notify agency staff that reception centers are being activated.
2. Stage reception center assets. Brief staff on reception center locations, the hazard area, routes to follow to the reception centers, and en-route emergency procedures.
3. Set- up the reception center facility according to established plans and procedures. Report to the EOC when the center is ready to process evacuees.
4. Using established protocols and procedures, register evacuees as they arrive at the reception center.
5. Assign evacuees to shelters based upon their needs and desire for shelter.
6. Make periodic reports to the EOC according to local plans and procedures.
7. Review rosters to assure continuous, 24-hour operations, and assign registration personnel to tasks and shifts where they are most needed. Provide a transition or situation briefing to later shift personnel before they begin work.

**References:**

1. CSEPP Planning Guidance, Sections 8.2.1, 8.13.3, 8.15, Appendices K, K.2, K.11.b, L.5.
2. SLG 101, Guide for All-Hazard Emergency Operations Plan (9/96), Attachment E, Pg. 6-E-11.

**Task:** C.6.3.E Direct and Control Shelter Operations

**Evaluated Component:** Emergency Operations Center Staff

**Expected Outcomes:** Direction and control of shelter activities is established; shelter activities are coordinated to ensure the efficiency of evacuee support.

**Steps:**

1. Notify the government or non-government agency identified to operate shelters and direct them to mobilize their staff and equipment to establish the facilities.
2. Notify agencies that provide support to shelters (e.g., EMS, Law Enforcement).
3. In coordination with the operating agency, determine number of shelters to be activated. Select predetermined locations or identify *ad hoc* locations along evacuation routes where they will not impede evacuation.
4. Provide operating and supporting agencies information on which shelters will be activated, the hazard area, routes to take to the shelters, and en-route emergency procedures.
5. Coordinate with traffic control personnel to expedite movement of shelter assets to the designated locations.
6. Notify the installation and adjacent jurisdiction EOCs of decision to activate shelters and their location.
7. Receive reports and solicit information regarding the status of shelter operations, paying special attention to the need for additional staff, equipment, or shelters.
8. Obtain and arrange for distribution of supplies and equipment needed to sustain shelter operations.
9. Coordinate for additional manpower to assure continuous, 24-hour operations. Assign augmenting personnel to shelters where they are most needed.

**References:**

1. CSEPP Planning Guidance, Sections 8.9, 8.13, 8.13.2, 8.13.3, 8.15, 8.15.1 (15-1, 15-4, 15-6), Appendices Km K.2, K.6, K.9, N.3.7.
2. SLG 101, Guide for All-Hazard Emergency Operations Plan, Section 6-E-11.

**Task:** C.6.4.F Operate Shelters

**Evaluated Component:** Shelter Staff

**Expected Outcomes:** Evacuees receive essential care services until it is safe to return home.

**Steps:**

1. Notify agency staff that shelters are being activated.
2. Stage shelter assets. Brief staff on shelter locations, the hazard area, routes to follow to the shelter, and en-route emergency procedures.
3. Set- up the shelter facility.
4. Verify that food service, security, first aid and medical service, childcare, sanitation, social services, and disaster welfare information services are in-place. Report to the EOC when the shelter is ready to receive evacuees.
5. Check evacuees to indicate they have been through reception and registration, including screening for contamination as necessary.
6. Meet the needs of such of special populations, mobility impaired, or medically dependent individuals.
7. Provide evacuees with assistance in locating and uniting with family members from whom they have become separated. As needed, poll other shelters to determine if someone has been registered elsewhere, and handle inquiries from other locations seeking information on its registrants.
8. Make arrangements for the care and handling of evacuees' pets.
9. Make periodic reports to the EOC according to local plans and procedures.
10. Arrange to open other facilities as capacity is reached.
11. Review rosters to assure continuous, 24-hour operations, and assign registration personnel to tasks and shifts where they are most needed. Provide a transition or situation briefing to later shift personnel before they begin work.

**References:**

1. CSEPP Planning Guidance, Sections 8.2.1 (2-3), 8.3.1 (3-1, 3-3 thru 3-5, 3-10, 3-13). 8.9, 8.12, 8.2.1 (12-7), 8.13, 8.13.2, 8.13.3, 8.14.3 (14-9), 8.15, 8.15.1 (15-1, 15-4, 15-6), A.4.a, A.9.b (3), A.10.f, A.10.g, B.6, Appendix C, Appendices F, G.1.d (6), G.1.f(3), G.2.c(4), H.2.d(7), J.20, J.24.e(4), J.24.e(5), J.24.g, Appendices K, K.2, K.6, K.9, K.12.f, N.6.1, N.6.2, N.6.3, N.6.1.2.2, N.6.2, N.3.7.

**APPENDIX D**  
**CSEPP GUIDE FOR EXERCISE**  
**EXTENT OF PLAY AGREEMENTS**

*This page not used.*

## **APPENDIX D**

### **CSEPP GUIDE FOR EXERCISE EXTENT OF PLAY AGREEMENTS**

#### **D.1 INTRODUCTION**

The Extent of Play Agreement (XPA) is a contract between the exercise players, or participants, and the exercise Co-Directors and is the basis by which communities conduct meaningful exercises. This tool provides exercise planners a basic outline from which to develop those exercises. This appendix is the guide for developing XPAs for CSEPP exercises, whether they are to be Federally Managed Exercises (FMEs) or Alternate-Year Exercises (AYEs). Sample jurisdictional (both on- and off-post) and community XPAs are provided as guides for the development of XPAs.

#### **D.2 EXTENT OF PLAY AGREEMENTS**

The XPA begins with the assumption that the community will fully respond according to their plans (demonstrating all applicable Response Operating Systems (ROSs)). The CSEPP community, when planning its exercise participation, will determine how it plans to demonstrate responding to a simulated Chemical Accident/Incident (CAI), and will describe simulations, out of sequence play, or how non-participating organizations will be represented during play, in detail in the XPA.

Once the scope of participation for the jurisdiction has been determined, it is suggested that agreements be drafted and signed by an appropriate official from each participating agency or organization. The agreements should be the product of dialogue between an emergency manager, coordinator or training officer at the appropriate level (local to local, state to state, region to region or federal to federal) and the jurisdiction, agency, organization, corporation or installation who will be participating in the exercise. The individual negotiating the XPAs should be a member of the exercise planning team, but need not be a trusted agent. The XPA for a jurisdiction or installation is a compilation of agreements with each of the participating agencies or organizations within that jurisdiction or installation. However, each participating agency or organization does not sign the jurisdiction's XPA.

The XPA development process ensures that exercise participants understand the basis upon which the exercise performance will be evaluated, as well as other significant parameters of the exercise. The XPA delineates who will participate in the exercise, what will be demonstrated during the exercise, why the exercise is being held, when the exercise will be held, where exercise demonstrations will take place, and how players will participate in the exercise.

#### **D.3 EXTENT OF PLAY NARRATIVE FORMAT**

An XPA may be written in a narrative format, describing how the jurisdiction intends to demonstrate its plans and procedures during the exercise. This method allows the jurisdiction a level of flexibility in their description of the details of expected player actions, simulations, and deviations from plans. The narrative may describe the expected actions of a jurisdiction by ROS, by agency, or by functional area. The Community's XPA may also be written in this format. For consistency and ease of integration, all jurisdictions should use the same format for each specific exercise, as agreed to by the Community, or following the Exercise Co-Director's instructions. Examples 1 and 2 ( To be added when available) are sample narrative format XPAs.

## **D.4 EXTENT OF PLAY TABLE FORMAT**

An XPA may be written in a tabular format. If this method is used the table will be organized by ROS and indicate what activities will be performed during the exercise. The jurisdiction's XPA needs to depict how they will contribute to that demonstration. A narrative agreement precedes the detailed table and provides an overview of the exercise parameters. The following describes the table structure for this format. The tabular format for an XPA is provided in Examples 3, 4, and 5. The first two pages of each example provide a suggested format for the narrative component of the XPA with the tables directly following.

### **D.4.1 Column 1 - JURISDICTIONS**

List the Jurisdiction performing the task using a two or three letter identifier.

### **D.4.2 Column 2 – TASK**

List the task to be performed by using the PEG identification number and description for the appropriate ROS as listed in Appendix C. When determining which task should be included for demonstration, the following questions should be considered:

- Why is the task being performed?
- Is it part of the Plan?
- If not, does it need to be incorporated in the plan?
- Does it support your exercise focus or goals?
- Is it necessary?
- What is the desired outcome?
- Is it a key function toward your community's readiness capability?

### **D.4.1 Column 3 - PLAYERS**

List the players who will perform the task by position/agency.

Note: It is important to know who will participate during an exercise. It is equally important to know who is not participating in the exercise. This information determines the level and type of support and other resources required.

### **D.4.4 Column 4 – DESCRIPTION OF PLAY**

The description of play explains:

- What will be demonstrated,
- When the activity is expected to be performed,
- Where the activity will take place,
- How players will perform the activity

#### **D.4.4.1 What will be demonstrated**

The jurisdiction's XPA will describe what will be demonstrated in response to a simulated CAI to accomplish the task. The level of detail provided in the XPA should be sufficient to support exercise design, without getting down to minute details of plans and response.



#### **D.4.4.2 When the activity is expected to be performed**

State whether you plan to conduct the activity in- or out-of-sequence. If the activity is to be conducted out-of-sequence specify when you plan to conduct the activity (the day before, the day after, or on exercise day but not related to exercise play, etc.).

#### **D.4.4.3 Where the activity will take place**

Relative to plume direction and affected zones, the areas where activities are likely to take place, such as, EOCs, medical facilities, decon sites, field locations, etc.

#### **D.4.4.4 How players will perform the activity**

Identify which elements of the exercise will be demonstrated through actual play and which will need to be simulated. The list of simulations will be particularly important from the standpoint of determining the level of exercise support required.

#### **D.4.4.5 Summary**

By addressing the above topics opportunities may be provided to exercise both new and long established capabilities. Those opportunities may also include exercising mutual aid actions between jurisdictions and agencies that have been discussed but not tried.

### **D.5 EXAMPLES OF EXTENT OF PLAY AGREEMENTS**

The following are examples of XPAs, provided for reference, as you develop your organization's, jurisdiction's, or community's XPA. As you review the sample XPA, please remember that the format of your XPA may vary from the provided sample and how the XPA is displayed is far less important than what goes in to your XPA. Also, while this example uses the word "county", the words "county", "city", and "jurisdiction" can be used as appropriate. The primary factors to consider in choosing a format for your XPA are (1) addressing any preferences your exercise Co-Directors may have regarding the format, (2) creating an XPA that is complete, easy to understand and use, and (3) meeting the needs of your organization (or jurisdiction) and those of your exercise planning team.

*This page not used.*

## Example 1 – Jurisdictional Narrative Format

### EXTENT - OF - PLAY AGREEMENT for the BADLANDS ARMY CHEMICAL DEPOT (BACD) COMMUNITY CSEPP EX 200X

#### 1. PURPOSE

This document summarizes how the Badlands Army Chemical Depot (BACD) will participate in exercise activities during the BACD Community CSEPP EX 200X. The exercise planning team uses this agreement to guide the development of implementers and injects. Exercise control staff use the agreement to facilitate “free play” during the exercise.

#### 2. STANDARDS and REFERENCES

The basis for exercise play is the current, promulgated versions of the following documents:

- BACD CAIRA Plan and other applicable BACD emergency plans.
- Department of the Army regulations, pamphlets, technical manuals and other applicable administrative publications.
- U. S. Army Material Command Chemical Service Response Force Plan
- Memoranda of Understanding/Agreement between BACD and the surrounding jurisdictions, U.S. Army Commands, or other Federal agencies/organizations.
- State and County Emergency Operations Plans.
- Applicable Federal, state or local statutes, ordinances, regulations, and orders.
- Memoranda of Understanding/Agreement between the off-post jurisdictions and BACD, between the jurisdictions themselves, and between the jurisdictions and Federal agencies/organizations.
- CSEPP planning guidance and policy papers.

Details regarding evaluation methodology and procedures will be provided in the Exercise Plan (EXPLAN) and Control Staff Instructions (COSIN).

#### 3. EXERCISE PARTICIPANTS

Full-Scale Play: BACD; Badlands, Cody and Rushmore Counties; Camp Roosevelt; St. Mark’s Hospital; and the State of West Dakota

Support Only: The Environmental Protection Agency Region \_\_\_\_, West Dakota American Red Cross Job Center, and the U.S. Army Chemical Materials Agency Operations Center4

## Example 1 – Jurisdictional Narrative Format

### 4. EXERCISE PARAMETERS

The basis for the exercise initiating event is a credible storage accident in the chemical limited area at BACD that produces a downwind hazards area that causes protective actions and other emergency responses to be considered in the community's CSEPP emergency planning zones. Design of the exercise scenario beyond the initiating event will allow participating jurisdictions to achieve their exercise goals and response elements to demonstrate their capabilities.

Exercise play will begin no earlier than 8:00 a.m. EDT on 25 JUL 200X, and will continue uninterrupted for a minimum of 4.5 hours. The end of exercise play (ENDEX) will not occur until an initial joint news conference has occurred AND the Exercise Co-Directors determine that the community has been provided sufficient opportunity to demonstrate its response capability.

An exercise controller will be assigned to participating jurisdictions' emergency operations centers and field play locations. Jurisdictions will provide the EOC controller access to a telephone and/or computer.

### 5. SIMULATIONS

Exercise simulations address situations and events that would occur in an actual response, but, due to specific considerations such as safety or cost, cannot be demonstrated during the exercise. Pre-approved simulations for BACD CSEPP EX 200X follow.

ITEM	SIMULATION
Liquid Chemical Agent	Cooking oil or water, as appropriate to the agent being simulated.
Injury and Agent Exposure	Moulage, symptom cards, verbal instructions from controllers, actor actions.
Response Priorities	Response to actual emergencies takes precedence over participation in the exercise.
Vehicle Sirens and Lights	Unless prohibited by local ordinances, sirens and flashing lights on emergency vehicles should be used in the vicinity of the exercise area to represent the urgency of response and for safety considerations.
Traffic Rules	Traffic regulations, posted speed limits, and traffic control signs will be obeyed during the exercise. Any delays incurred by following traffic rules will be considered during the analysis phase.

## Example 1 – Jurisdictional Narrative Format

Weather	Actual weather conditions will be used. Simulated weather may be used for hazard analysis purposes if needed to depict the plume transport to certain areas to satisfy exercise objectives.
Decontaminates	Water will be used to simulate liquid decontaminate and sand or powder will be used to simulate dry decontaminate. Responders must request the use of simulants for decontaminates on a case-by-case basis, to permit evaluation of when and how the decontaminate would be used. Responders must still demonstrate the capability to mix the decontaminates properly and safely — the materials and equipment must be present, the mixing procedure must be explained, and mixing time will be taken into account. Decontaminate materials equal to the amount being simulated will be taken “out of play.”
Medical Treatment	<p>Non-invasive medical procedures (e.g., bandaging wounds, applying splints, using stretchers) will not be simulated. Administration of drugs and medication will be simulated, provided that they are available where they would be administered. Training antidote kits may be used by responders, but only if actual kits are available. CPR and invasive procedures (e.g., tracheotomy, injections, eye wash, tourniquets) will be simulated.</p> <p>Serious actual injuries to players will be treated separately and kept out of the exercise casualty management and tracking system. Minor actual injuries to players will be treated promptly, but the treatment will be incorporated into exercise play.</p>
Clothing Removal	Clothing will ordinarily be removed when demonstrating personnel decontamination and casualty management. Actions that would expose individuals to injury, adverse weather conditions, or embarrassment will be simulated upon request. Actors and responders who have the greatest potential for disrobing may wear additional undergarments or swimming attire under their PPE or normal clothing. Actions that would damage serviceable clothing (e.g., cutting clothing off victims) will be simulated, however, the responder must describe the procedure that would be used.

## Example 1 – Jurisdictional Narrative Format

Actions that May Damage Equipment	Relief from taking actions that may damage equipment can be granted on a case-by-case basis. The request must be supported by an explanation or justification for each instance. Subsequent to granting the request, the controller must determine if the equipment is called out of action or has limited use, as the equipment would have been damaged if used in the way described. Controllers will mark the equipment as “out of action” or “for limited use” as appropriate.
Recall of Off-Duty Personnel	Off-duty personnel may be contacted in accordance planned recall procedures, however, they are not required to report for duty.
Supplies and Equipment	Supplies and equipment that would be expended during an actual response will also be expended to demonstrate capability during this exercise. However, the use of expensive or scarce supplies and equipment may be simulated if their consumption would reduce the capability to respond to an actual emergency, or if replacement would require substantial additional funds. Such simulations must be granted on a case-by-case basis. Simulations will not be granted for supplies and equipment that are not available when and where the responders need them.

## 6. EXPECTED EXERCISE ACTIONS

Activities within the BACD EOC and at field operations will be “real play,” with the following exceptions:

- Protective action measures for tenet activities will be followed to the point of providing initial status reports to the EOC. Actual evacuation or relocation of people and/or equipment will not occur. However, transportation assets will go to staging areas and follow pick-up routes. The BACD will respond to the chemical accident as described in its plans and procedures.
- Population warning systems will be activated only during the initial warning period, using the exercise tone and exercise public address message. Periodic resounding or providing subsequent population warnings over these systems will not occur; however, procedures to the point of activating the system will be demonstrated.
- Traffic and access control points (T/ACP) will not be set up. However, T/ACP locations will be staffed and barrier material will be retrieved and delivered as appropriate.
- Operational reserve stocks of protective equipment and decontaminate will not be moved from storage locations. Containers that simulate the size and shape of the actual items will be used for loading and delivery operations.
- Accident victims will not be transported to off-post medical treatment facilities.

**Example 1 – Jurisdictional Narrative Format**

However, medical tracking procedures will be played.

6. SIGNATURES

The following agree to support the YI Community CSEPP Exercise 20XX as described herein.

SUBMITTED BY:

CONCURRENCE:

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
On Post Exercise Co-Director

SAMPLE

**Example 1 – Jurisdictional Narrative Format**

*This page not used.*

SAMPLE



## Example 2 – Jurisdictional Narrative Format

Trier County

Jurisdictional Extent of Play Agreement  
For the  
Bardenas Community CSEPP Exercise 2003  
On  
September 10, 2003

### 1. PURPOSE

This Jurisdictional Extent of Play Agreement (XPA) identifies the conditions that will be used to develop, conduct, control, and evaluate the Bardenas Community CSEPP Exercise 2003, as agreed to by the Exercise Co-Directors and Trier County.

### 2. STANDARDS AND REFERENCES

The exercise play by Trier County will be based on the editions of the following documents current on the day of exercise:

1. The Trier County Emergency Operations Plan implementing procedures and checklists. Trier County will identify these by title and date for inclusion in the Exercise Plan (EXPLAN).
2. MOUs and MOAs between Trier County and various agencies and organizations concerning response to an accident involving Army toxic chemicals at the Bardenas Chemical Depot.

### 3. EXERCISE PARAMETERS

The scenario will be based on events occurring where toxic chemicals are stored at the Bardenas Chemical Depot. These events cause liquid agent contamination in the vicinity of the storage site, and vapor hazards downwind. The hazards will extend beyond the installation boundary, and will require protective actions and other emergency responses to be taken in the IRZ. The type of agent released, the area of ground contamination, the vapor plume path, and the number and condition of casualties, will be within a range to achieve the objectives for each jurisdiction, and will be consistent with responders demonstrating their capabilities at the locations listed in this agreement.

Exercise play will begin no earlier than 0800 on September 10, 2003, and will continue uninterrupted for a minimum of 4.5 hours. Some responders may play beyond 4.5 hours.

The tables in the enclosure describe the agreements for the conduct of the exercise by Trier County, and the simulations that will be used to ensure a credible evaluation.

Joint facilities and functions that involve multiple jurisdictions, (i.e., the activation and operation

## Example 2 – Jurisdictional Narrative Format

of a Joint Information Center [JIC], the Recovery Planning Group [RPG], the functions of the Federal On-Scene Coordinator [OSC] and Regional Response Team [RRT], and the activation and operation of a Federal Response Center [FRC]), will be demonstrated consistent with the exercise objectives, this agreement, and the scenario. For this exercise a JIC will be activated and operated jointly by all participating jurisdictions according to existing plans. Trier County will demonstrate its relationship with the Commander of Bardenas Chemical Depot functioning as the Federal On-Scene Coordinator, leading up to (but not including) the deployment of the RRT and establishment of an FRC.

### 4. EXERCISE PARTICIPANTS

All Trier County offices that have direction and control responsibilities in the event of a chemical accident at the Bardenas Chemical Depot will play in the Trier County EOC and the JIC during the exercise, consistent with the exercise objectives and scenario. Field response will also be demonstrated. This will include demonstration of one traffic control point; demonstration of decontamination capability, and EMS support at a decontamination site; activation of a mass care center; and emergency medical services provided by Medical Facilities located in Trier County.

### 5. EXERCISE PLAN (EXPLAN)

The information about exercise standards and references, exercise parameters, exercise participants, and evaluation of objectives in this agreement, along with the enclosed tables, will be included in the EXPLAN for the information of all participants. Notes that follow the tables need not be included in the EXPLAN.

#### 1. SIGNATURES

The following agree to support the Bardenas Community CSEPP Exercise 2003 as described herein.

SUBMITTED BY:

\_\_\_\_\_  
Trier County

CONCURRENCE:

\_\_\_\_\_  
Off Post Exercise Co-Director

## **Example 2 – Jurisdictional Narrative Format**

Trier County  
**Bardenas\_Community CSEPP Exercise 2003**

**SAMPLE**  
**Extent of Play Agreement**  
**Revised: April 24, 2003**

### **I: Emergency Assessment**

Demonstrate routine on-post/off-post information exchange, including interactive review of BCD operational work plan, designating MCE, and pre-determining appropriate PAD(s) for incidents emerging from scheduled operations. If an emergency situation occurs, receive and verify BCD notification and CENL with associated PAR(s) for offsite populations. Initiate off-post response actions. Demonstrate interactive dialogue and coordination throughout response phase monitoring and sampling operations to further delineate the hazard.

### **II: Accident Site Hazard Mitigation**

Demonstrate interactive information exchange with BCD regarding status of tasks conducted at the accident scene to contain the source and limit the magnitude of the hazard's impact.

### **III: Emergency Management**

Pre-determine a PAD appropriate for risks that may be presented to jurisdictional populations based upon scheduled installation operations. Perform top-level decision-making and demonstrate direction and control of the off-post response, including alert and mobilization of EOC staff and emergency response personnel, notification of the public with emergency instructions, and activation and operation of the County EOC and Community JIC per established procedures. Script messages for notification to the public of protective actions determined appropriate for the scenario (such as evacuation or sheltering in place). Conduct effective exchange of information and updates with BCD and other jurisdictions.

Demonstrate communications capabilities, facilities, equipment and displays in the County EOC appropriate for the response to the scenario. EMIS will be primary information system used in the County EOC. ARES will perform back-up communications in the County EOC and other locations (e.g. JIC, decon sites, reception centers, hospital, etc.) as personnel resources permit.

Determine appropriate locations for traffic and access control points through law enforcement representative(s) in the county EOC. Notification to the public of the location of traffic control points (TCPs) will be provided through County JIC staff.

Demonstrate activation and operation of a Joint Information Center (JIC) and implementation of a joint information system (JIS). The activation of the JIC and exchange of information with the media will be performed in real time. Emergency instructions, media briefings, and news releases will be provided as appropriate for the scenario and disseminated through the JIC according to established protocols. Jointly conduct coordinated direction and control of public information activities between the installation, the County EOC, JIC staff, and other agency and

## Example 2 – Jurisdictional Narrative Format

jurisdictional representatives. Information pertaining to County reception centers, American Red Cross shelters, schools, and special needs populations will be disseminated through the JIC.

*[The exercise will not be terminated until a JIC press conference is completed, even if objectives at other locations are satisfied sooner.]*

Demonstrate ongoing patient status and location tracking capabilities through established communication systems and coordination employed between the installation, County EOC, and medical facilities.

Demonstrate portions of plans and procedures pertaining to protection of schools and special needs populations implemented by respective EOC representatives. **Actual calls to people on special needs lists will not be made.** Simulated calls may be made to the SIMCELL as required by scenario input.

Provide leadership and coordination of overall emergency response and support activities, supplying required logistical support and coordinating supplemental assistance as required. *[Requests for supplemental assistance appropriate for the scenario may be simulated in some instances.]* Demonstrate Community's capabilities to gather, verify and disseminate emergency information to citizens, officials, and media representatives.

### IV: Protection

Based upon the PAR and interactive discussion with the installation EOC, determine appropriate protective actions for on- and off-post special needs and general populations. Select or prepare protective action messages appropriate for the scenario in accordance with established plans and procedures.

Demonstrate capabilities to warn the public and broadcast emergency instructions by activating sirens, tone alert radios, electronic message boards and the Emergency Alert System (EAS), **in test mode**, as appropriate for the scenario. Confirm that the warning systems have functioned properly.

Demonstrate deployment of law enforcement personnel for traffic and access control. For purposes of the exercise, one (1) traffic control point (TCP) will actually be manned in conjunction with the Camp Kyle decontamination site; other anticipated traffic control points will be simulated. **No actual** traffic will be stopped at the Camp Kyle TCP. Trier School District student actors representing evacuees **will encounter** this TCP and be processed in accordance with established protocols.

### V: Victim Care

Demonstrate capability to prepare medical treatment facility to receive patients at mobile decontamination site near Camp Kyle and at Lawrence Sullivan Ross Medical Center.

*[Remaining decon sites near Grantsville and Stockton will be simulated.]*

Demonstrate capability to screen and treat evacuees for agent contamination at TCP established near Camp Kyle and at Lawrence Sullivan Ross Medical Center. *[Ten (10) off-post evacuees/victims will be processed through the TCP and decon site near Camp Kyle; and sixteen*

## Example 2 – Jurisdictional Narrative Format

*(16) off-post evacuees/victims will be processed at Lawrence Sullivan Ross Medical Center. Trier School District student actors will represent evacuees.]*

Demonstrate capability to respond to situations and events as driven by the scenario, including ability to decontaminate potentially exposed evacuees, emergency workers, and patients at screening locations and medical treatment facilities established near Camp Kyle and at Lawrence Sullivan Ross Medical Center.

**[Exercise Simulations:** *Water will be used for liquid decontaminates; soap to be used in actual incidents is available and mixing times are taken into account. Training PPE will be worn by county hazardous materials teams, volunteer fire departments, EMS workers, law enforcement personnel and hospital personnel at decontamination sites.]*

Demonstrate capability to transport patients to a medical treatment facility. *[Two (2) on-post patients and six (6) off-post patients will be transported to Lawrence Sullivan Ross Medical Center. Trier School District student actors will represent all off-post patients.]*

Demonstrate capabilities of medical treatment facility to treat multiple patients. *[Sixteen (16) off-post evacuees/victims will be processed at Lawrence Sullivan Ross Medical Center. There will be no fatalities at the hospital.]*

### **VI: Evacuee Support**

Demonstrate capability to open and operate reception centers at the Trier County Public Health building and at the Camp Kyle Church building. *[Reception centers will receive a total of twenty (20) evacuees represented by student actors.]*

Demonstrate capability of American Red Cross to open and operate a shelter at the Trier High School.

**Example 2 – Jurisdictional Narrative Format**

*This page not used.*

SAMPLE

## Example 3 – Jurisdictional Tabular Format

### YOUR JURISDICTION Final

Jurisdictional Extent of Play Agreement  
For the  
Your Installation(YI) Community CSEPP Exercise 20XX  
on  
[EXERCISE DATE]

#### 1. PURPOSE

This Jurisdictional Extent of Play Agreement (XPA) identifies the conditions that will be used to develop, conduct, control, and evaluate the Your Site Community CSEPP Exercise 2002, as agreed to by the Exercise Co-Directors and Your Jurisdiction.

#### 2. STANDARDS AND REFERENCES

The play by Your Jurisdiction will be based on the editions of the following as current on the day of exercise:

-- Your Jurisdiction Emergency Operations Plan implementing procedures and checklists. Your Jurisdiction will identify these by title and date for inclusion in the Exercise Plan (EXPLAN).

-- MOUs and MOAs between Your Jurisdiction and various agencies and organizations concerning response to an accident involving Army toxic chemicals at Your Installation (YI).

#### 3. EXERCISE PARAMETERS

The scenario will be based on events occurring where toxic chemicals are stored at YI. These events cause liquid agent contamination in the vicinity of the storage site, and vapor hazards downwind. The hazards will extend beyond the installation boundary, and will require protective actions and other emergency responses to be taken in the IRZ. The type of agent released, the area of ground contamination, the vapor plume path, and the number and condition of casualties, will be within a range to achieve the objectives for each jurisdiction, and will be consistent with responders demonstrating their capabilities at the locations listed in this agreement.

Exercise play will begin no earlier than 0800 on [Exercise Date], and will continue uninterrupted for a minimum of 4.5 hours. Some responders may play beyond 4.5 hours. The tables in the enclosure describe the agreements for the conduct of the exercise by Your Jurisdiction, and the simulations that will be used to ensure a credible evaluation.

Joint facilities and functions that involve multiple jurisdictions, (i.e., the activation and operation of a Joint Information Center [JIC], the Recovery Planning Group [RPG], the functions of the Federal On-Scene Coordinator [OSC] and Regional Response Team [RRT], and the activation and operation of a Federal Response Center [FRC]), will be demonstrated consistent with the exercise objectives, this agreement, and the scenario. For this exercise a JIC will be activated and operated jointly by all participating jurisdictions according to existing plans. Your Jurisdiction will demonstrate its relationship with the Commander of YI functioning as the Federal On-Scene Coordinator, leading up to (but not including) the deployment of the RRT and establishment of an FRC.

#### 4. EXERCISE PARTICIPANTS

### Example 3 – Jurisdictional Tabular Format

All Your Jurisdiction offices that have direction and control responsibilities in the event of a chemical accident at YI will play in the Your Jurisdiction EOC and the JIC during the exercise, consistent with the exercise objectives and scenario. Field response will also be demonstrated. This will include demonstration of two traffic control points; demonstration of decontamination capability, and EMS support at a decontamination site; activation of a mass care center; and emergency medical services provided by the Your Jurisdiction Hospital.

#### 5. EXERCISE PLAN (EXPLAN)

The information about exercise standards and references, exercise parameters, exercise participants, and evaluation of objectives in this agreement, along with the enclosed tables, will be included in the EXPLAN for the information of all participants. Notes that follow the tables need not be included in the EXPLAN.

#### 7. SIGNATURES

The following agree to support the YI Community CSEPP Exercise 20XX as described herein.

SUBMITTED BY:

CONCURRENCE:

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Off Post Exercise Co-Director



Your Jurisdiction ( YJ )  
Your Installation ( YI ) Community Exercise 20XX  
**Extent of Play Agreement**  
 As of                     (fill in date)                    

**1. Emergency Assessment**

<b>Juris.</b>	<b>Task</b>	<b>Players</b>	<b>Description of Play</b>
XXX	C.1.1.E -- Receive CENL and PAR from installation / Depot EOC.	Your Jurisdictions ( <u>YJ</u> ) Emergency Manager and EOC staff.	Demonstrate the effective exchange of information with <i>YI</i> and other jurisdictions.
XXX	C1.2.F – Coordinate response phase monitoring and sampling.	Emergency Manager, policy makers and environmental health representative.	Demonstrate continuous dialogue with <i>YI</i> regarding RTAP monitoring locations and readings.

**3. Emergency Management**

<b>Juris.</b>	<b>Task</b>	<b>Players</b>	<b>Description of Play</b>
XXX	C.3.1.E – Alert and Mobilize EOC Staff.	<u>YJ</u> Emergency Manager and EOC staff.	Demonstrate alert and mobilization of county responders, and the activation of the <u>YJ</u> EOC and JIC.

<b>Juris.</b>	<b>Task</b>	<b>Players</b>	<b>Description of Play</b>
XXX	C.3.2.E – Activate and Operate the EOC	<u>YJ</u> Emergency Manager, County Commissioners, County Sheriff, County Attorney, EOC staff including law enforcement agencies (Sheriff’s Department, State Highway Patrol), Public Health, School District, EMS, American Red Cross, ARES, and County Sheriff’s Communication Center.	Demonstrate effective exchange of information with YTCD and other jurisdictions. Demonstrate alert and mobilization of county responders, and the activation of the county EOC and JIC. Demonstrate all back-up systems.  EOC will be activated.  Demonstrate communications capabilities at the EOC. ARES will demonstrate back-up communication in the County EOC and other locations as resources permit. Demonstrate all facilities, equipment and displays in the county EOC appropriate for the response to the scenario. EMIS will be primary information system used in the County EOC.
XXX	C.3.3.E – Support Protective Action Decision Making.	Emergency Manager, policy makers and EOC staff.	Demonstrate all capabilities at the <u>YJ</u> EOC. Hazard Assessment and Predictions will be consistent with requirements of the scenario.
XXX	C.3.4.E – Direct and Control Activation of Traffic Control Points.	<u>YJ</u> EOC staff and law enforcement agencies including <u>YJ</u> Sheriff’s Department, State Highway Patrol (SHP) and JIC staff.	Demonstrate traffic and access control by responders in the county EOC.  JIC staff to notify public of TCPs.
XXX	C.3.5.E – Direct and Control Protective Action for Schools and Day Care.	<u>YJ</u> Emergency Manager and EOC staff.	<i>Demonstrate plans and procedures for school populations in the EOC only.</i>
XXX	C.3.6.E – Direct and Control Protective Actions for Special Populations	<u>YJ</u> Emergency Manager and EOC staff.	Demonstrate plans and procedures for the special needs population in the EOC only.
XXX	C.3.7.E – Provide Support to the Storage Installation	<u>YJ</u> Emergency Manager and EOC staff.	County will simulate this activity, if appropriate for the scenario.

<b>Juris.</b>	<b>Task</b>	<b>Players</b>	<b>Description of Play</b>
XXX	C.3.8.E – Request Supplementary Assistance	<u>YJ</u> Emergency Manager and EOC staff. <u>YJ</u> Decision Makers	County will simulate requests for supplementary assistance, if appropriate for the scenario. Demonstrate capability in State or County EOC.  Demonstrate the ability in State or Local Governments
XXX	C.3.9.E/F – Track the Location and Status of Patients	<u>YJ's</u> Emergency Manager, EOC staff, EMS workers, <u>YJ's</u> hospital(s).	Demonstrate capability at county EOC and <u>YJ's</u> hospital(s).
XXX	C.3.10.E – Direct and Control Public Information Activities/	County Emergency Manager, County PIO Staff, and JIC Staff	Demonstrate capability at the county EOC and JIC. EAS messages will be released as appropriate for the scenario.  The exchange of information with the media and the activation of the JIC will be in real time.
XXX	A/C.3.1.E – Conduct EOC Media Operations	<u>YJ's</u> Emergency Manager, EOC staff <u>YJ's</u> PIO Staff, and JIC Staff	Demonstrate the capability to conduct media operations from the EOC until the JIC is declared operational.  Demonstrate the capability to maintain JIS operations as appropriate to the scenario.
XXX	A/C.3.2.J – Activate and Operate the JIC.	JIC staff	Demonstrate capability to direct and control JIC activation will be demonstrated at the county EOC and JIC located in Your Town.  Demonstrate all facilities, equipment, communication capabilities and displays appropriate for the scenario.  Provide Media Briefings and News Releases appropriate for the scenario.  <i>Exercise will continue until the JIC is activated, operational and a JIC press conference is completed, even if objectives at other locations are satisfied sooner.</i>

<b>Juris.</b>	<b>Task</b>	<b>Players</b>	<b>Description of Play</b>
XXX	A/C.3.3.J – Provide Emergency Public Information to the Media and the Public	JIC Staff	<p>Provide information pertaining to special populations and schools. Provide information pertaining to protective action decisions.</p> <p>Provide information pertaining to Traffic Control Points. Provide information pertaining to County Reception Centers and American Red Cross Shelters.</p> <p>Provide information pertaining to evacuees.</p> <p>Provide information pertaining to EAS messages.</p> <p><i>As resources are available, the mock media may contact YJ Hospital, YJ Reception Center and YJ EOC.</i></p>
XXX	A/C.3.4.J - Coordinate joint and command level media briefings	EOC/JIC staff	Demonstrate command level news briefing
XXX	A/C.3.5.J - Provide emergency public information through media releases	EOC/JIC staff,	Demonstrate release of emergency information through media
XXX	A/C.3.6.E - Request and coordinate PAO augmentation	EOC staff	Demonstrate sufficient PAO and support staff

#### 4. Protection

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Description of Play</b>
XXX	C.4.1.E – Make Protective Action Decisions.	<u>YJ</u> Emergency Manager and EOC staff.	Demonstrate all capabilities at the IRZ County EOC.

Juris	Task	Players	Description of Play
XXX	C.4.2.E – Activate Primary Indoor and Outdoor Warning Systems.	<u>YJ</u> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>Sirens, tone alert radios, electronic signboards and the EAS will be activated as appropriate for the scenario.</p> <p><i>Sirens, tone alert radios, and electronic signboards will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>
XXX	C.4.3.E – Activate Alternate or Supplementary Warning Methods	<u>YJ</u> Emergency Manager, EOC staff and JIC staff.	<p><i>Will only be demonstrated if a failure is detected in the primary systems.</i></p>
XXX	C.4.4.E – Select or Prepare Protective Action Messages.	<u>YJ</u> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>EAS message will be released as appropriate for the scenario.</p> <p><i>EAS will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>
XXX	C.4.5.F – Conduct Route Alerting	<u>YOUR</u> local Fire Departments, Law Enforcement Departments, or other similar organization identified in your Plan or that is participating in the exercise.	<p>Route Alerting is not identified as a primary method of disseminating public warning in the <u>YJ</u> EOP.</p> <p><i>If a failure is detected in the primary warning systems, actual Route Alerting will not be demonstrated. Procedures will be explained to an Evaluator.</i></p>

Juris	Task	Players	Description of Play
XXX	C.4.6.E – Disseminate Protective Action Messages	<u>YJ</u> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>EAS message will be released as appropriate for the scenario. Sirens, tone alert radios, electronic signboards and the EAS will be activated as appropriate for the scenario.</p> <p><i>Sirens, tone alert radios, electronic signboards, and EAS will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>
XXX	C.4.7.F –Activate Traffic and Access Control Points.		<p>Demonstrate two (2) traffic control points (TCPs) near Your Town Fire Station.</p> <p><i>No actual traffic will be stopped. Evacuee actors <b>will pass</b> through these TCPs.</i></p> <p><i>Depending on the accident scenario, <u>YJ</u> will deploy law enforcement personnel to staff two traffic control points in conjunction with the field decontamination site.</i></p> <p><i>Your Town School District student actors will represent evacuees.</i></p>
XXX	C.4.8.F – Implement Protective Action for Schools and Day Care.	NONE	<i>No field activity will be demonstrated.</i>
XXX	C.4.9.F – Implement Protection of Special Populations	NONE	<i>No field activity will be demonstrated.</i>

## 5. Victim Care

Juris	Task	Players	Description of Play
XXX	C.5.1.F – Prepare Medical Treatment Facility to Receive Patients	<u>YJ's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	<u>YJ's</u> hospital will demonstrate this activity in accordance with applicable internal facility preparedness plans and procedures.
XXX	C.5.2.F – Screen Evacuees for Agent Contamination	EMS workers and law enforcement agencies (Sheriff's Department, SHP, and Your Town Police).	Demonstrate capability at TCPs established in the vacant lot adjacent to the Nearby City Fire Department.  Nearby City Fire Department personnel will process thirteen (13) off-post evacuees/victims.  <i>Your Town School District student actors will represent evacuees.</i>





Juris	Task	Players	Description of Play
XXX	C.5.4.F – Decontaminate Potentially Exposed Evacuees	<u><i>YJ</i></u> Hazardous Materials Response Team, Nearby City Fire Department (with support from other fire departments in the county).	<p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination sites near Nearby City Fire Station.</p> <p>Simulations:  <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by county hazardous materials teams, volunteer fire department, EMS workers and law enforcement personnel at decontamination sites.</i></p>

Juris	Task	Players	Description of Play
XXX	C.5.5.F – Decontaminate Patients at the Screening Location or Medical Treatment Facility.	<p>IRZ County Hazardous Materials Response Team, Nearby City Fire Department (with support from other fire departments in the county).</p> <p><u>YJ's</u> hospital(s)            [Include separate description for each hospital/medical center that will participate in the exercise.]</p>	<p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination sites near Nearby City Fire Station.</p> <p>Simulations:  <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by county hazardous materials teams, volunteer fire department, EMS workers and law enforcement personnel at decontamination sites.</i></p> <p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination site at <u>YJ's</u> hospital.</p> <p>Simulations:  <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by hospital personnel at decontamination sites.</i></p> <p><u>YJ's</u> hospital will provide 15 volunteers for screening and decontamination.</p>

Juris	Task	Players	Description of Play
XXX	C.5.6.F – Transport Patients to a Medical Treatment Facility	Your Town Ambulance Service.	<p>Demonstrate capability to respond to situations and events as driven by the exercise.</p> <p>Two (2) On-Post victims will be transported from the depot to <u>YJ's</u> hospital.</p> <p><i>Your Town School District student actors will represent transported off-post victims.</i></p>
XXX	C.5.7.F – Treat Patients at a Medical Treatment Facility	<u>YJ's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	<p><u>YJ's</u> hospital will receive six (6) Off-Post victims.</p> <p><b>There will be no fatalities at the hospital.</b></p> <p><u>YJ's</u> hospital will provide 6 volunteers for treatment.</p>
XXX	C.5.8.F – Collect and Decontaminate Human Remains	Investigator for State Medical Examiner's Office	<p>Medical Examiner's Office Investigator will demonstrate plans and procedures for the collection and decontamination of human remains by discussing procedures with evaluation team.</p> <p>One (1) fatality will be handled at the decontamination site at Nearby City. Medical Examiner's Office Investigator will be responsible for assuring they are handled accordingly.</p>
XXX	C.5.9.E/F – Coordinate the Disposition of Human Remains	Investigator for State Medical Examiner's Office	<p>Medical Examiner's Office Investigator will demonstrate plans and procedures for the coordination and disposition of human remains by discussing procedures with evaluation team.</p> <p>One (1) fatality will be handled at the decontamination site at Nearby City. Medical Examiner's Office Investigator will be responsible for assuring they are handled accordingly.</p>

## 6. Evacuee Support

Juris	Task	Players	Description of Play
XXX	C.6.1.E – Direct and Control Reception Center Operations	<u>YJ</u> Emergency Manager, EOC Staff, County Reception Center Managers and Public Health Nurses	Demonstrate the capability at the <u>YJ</u> EOC. Responsible personnel will identify and demonstrate the process to determine the number of reception centers required and the procedures to activate and staff them.
XXX	C.6.2.E – Operate Reception Center	County Reception Center Managers and Public Health Nurses	Demonstrate the capability at the <u>YJ</u> Public Health Building. Reception Center will receive twenty (20) evacuees.  <i>Your Town School District student actors will represent evacuees.</i>
XXX	C.6.3.E – Direct and Control Shelter Operations	<u>YJ</u> Emergency Manager, EOC Staff, and American Red Cross Staff.	Demonstrate the capability at the <u>YJ</u> EOC. Responsible personnel will identify and demonstrate the process to determine the number of shelters required and the procedures to activate and staff them
XXX	C.6.4.F – Operate Shelters	American Red Cross and Mass Care Workers	Operation of one (1) shelter will be demonstrated. The shelter to be located at Your Town High School.  Shelter will receive fifteen (15) evacuees.  <i>Your Town School District student actors will represent evacuees.</i>

## Example 4 – Community Tabular Format

Your Installation  
Your Installation Community CSEPP Exercise 2002  
Extent of Play Agreement  
As of \_\_\_\_ (fill in date) \_\_\_\_

### 1. PURPOSE

This extent of play agreement identifies the conditions that will be used to develop, conduct, control, and evaluate the Your Community CSEPP Exercise 2002, as agreed to by the Exercise Co-Directors, Commander, and Depot Manager of the Your Installation (YI).

### 2. STANDARDS AND REFERENCES

The play by YI will be based on the editions of the following that are current on the day of the exercise:

- Contract DAAD13-XX-D-0XXX, including each relevant Statement of Work (SOW) with the operating contractor, tenant contractors, and tenant organizations.
- The YI Chemical Accident/Incident Response and Assistance (CAIRA) Plan, and implementing SOPs. At least one copy will be available for exercise evaluation.
- MOUs and MOAs between YI and various agencies and organizations concerning response to an accident involving Army toxic chemicals at YI. These will be identified by title and date for inclusion in the EXPLAN. At least one copy will be available for exercise evaluation.
- AMC Chemical Service Response Force Commander's Emergency Response Plan.

### 3. EXERCISE PARAMETERS

The scenario will be based on events occurring where toxic chemicals are stored at YI. These events cause liquid agent contamination in the vicinity of the storage site, and vapor hazards downwind. The hazards will extend beyond the installation boundary, and will require protective actions and other emergency responses to be taken in the IRZ and possibly the PAZ. The type of agent released, the area of potential ground contamination, the vapor plume path, and the number and condition of casualties, will be within a range to achieve the objectives for YI, and will be consistent with responders demonstrating their capabilities.

Exercise play will begin no earlier than 0730 on (day and month) 2002, and is anticipated to continue uninterrupted for approximately 6-8 hours. Exercise play will conclude on (date and month) 2002.

The tables in the enclosure describe the extent of play by YI, tenant activities, and agencies and organizations that have an MOU or MOA to support YI in case of an accident involving Army

## Example 4 – Community Tabular Format

toxic chemicals. This agreement also describes the simulations that will be used to ensure a credible evaluation.

Joint facilities and functions that involve multiple jurisdictions (i.e., the activation and operation of a Joint Information Center [JIC], the functions of the Federal ON-Scene Coordinator [OCS] and the Regional Response Team [RRT], and the activation and operation of a Federal Response Center [FRC]) will be demonstrated consistent with the exercise objectives, this agreement, and the scenario. For this exercise a JIC will be activated and operated jointly by all participating jurisdictions according to existing plans. The Commander of YI will demonstrate the functions of the OSC leading up to (but not including) the deployment of the RRT and establishment of an FRC. The Initial Response Force (IRF) will also demonstrate the reports and coordination leading up to (but not including) the deployment of the Army Service Response Force.

### 4. EXERCISE PARTICIPANTS

All elements of the YI IRF, to include tenant agencies and organizations that have a MOU or MOA to support YI in case of an accident involving Army toxic chemicals, will play in the exercise on-post and in the JIC, consistent with the exercise objectives and scenario. YI will send a liaison officer to the County EOC and provide accommodations in their EOC for tenant, state, and county liaisons. Other persons assigned to or working at YI who would be affected by the scenario will be treated as discussed in the enclosures. The SBCCOM Headquarters staff at Aberdeen Proving Ground will also play in the exercise, but will not be evaluated.

### 5. EXERCISE PLAN (EXPLAN)

The information about exercise standards and references, exercise parameters, exercise participants, and evaluation of objectives in this agreement, along with the enclosed tables will be included in the EXPLAN for the information of all participants.

### 8. SIGNATURES

The following agree to support the YI Community CSEPP Exercise 20XX as described herein.

SUBMITTED BY:

CONCURRENCE:

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
On Post Exercise Co-Director

**Example 4 – Community Tabular Format**

**Your Installation  
Your Installation ( YI ) Community Exercise 2002  
 Extent of Play Agreement  
 As of December 11, 2001**

**1. Emergency Assessment**

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.1.1.E - Collect Input For Hazard Analysis	EOC staff	Demonstrate ability of hazard analysts to assess seriousness of CAI, make initial estimate of impact and produce initial and subsequent hazard assessment and predictions
XXX	A.1.2.E - Make Hazard Assessments And Predictions	EOC staff	Demonstrate production of hazard area plots showing risk areas and predicted hazard wedge, identification of risk population, protective action options, monitoring guidance, information on projected plume behavior
XXX	A.1.3.E - Determine CENL And Off-Post PAR	EOC staff	Demonstrate decision-making and announcement of optimum PAR for off-post
XXX	A.1.4.E - Notify Off-Post 24-Hour Warning Points Or EOCs	EOC staff	Demonstrate notification to off-post community of the CENL and PAR within prescribed time limits
XXX	A.1.5.E - Notify Government Agencies And Officials	EOC staff	Demonstrate notification of federal, state, and local officials of chemical event prior to release to media and the public.
XXX	A.1.6.E - Report Events And Decisions To Headquarters	EOC staff	Demonstrate submittal of complete, comprehensive, timely reports to headquarters
XXX	A.1.7.F - Set Up Monitoring And Sampling Equipment	Monitoring and Sampling Teams	Demonstrate monitoring and sampling equipment is operational and ready for deployment when needed. Reliable communication is established between field teams and hazard analysis

### Example 4 – Community Tabular Format

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.1.8.E - Coordinate Monitoring And Sampling Operations (On And Off-Post)	EOC staff	Demonstrate deployment of monitoring and sampling teams to correct locations
XXX	A.1.9.F - Conduct Monitoring And Sampling Operations	Monitoring and Sampling Teams	Demonstrate collection of authentic, credible information about chemical agent hazards.

#### 2. Accident Site Hazard Mitigation

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.2.1.F - Make Immediate Informal Accident Reports	Surety and Security Forces	Demonstrate prompt and accurate informal reports from the accident scene
XXX	A.2.2.F - Secure The Accident Scene	Security Force	Demonstrate security cordon is established and enforced
XXX	A.2.3.F - Account For Personnel At And Around Accident Site	Security Force	Demonstrate accountability and evacuation of personnel working in and around the CLA
XXX	A.2.4.E - Direct And Coordinate Accident Scene Preservation	EOC staff	Demonstrate documentation of accident scene and responses
XXX	A.2.5.F - Preserve The Accident Scene	Field Command post, Work Parties	Demonstrate documentation of decisions and operations are secured and preserved
XXX	A.2.6.F - Establish And Provide Direction And Control At The Accident Scene	Field Command Post and/or Security Shift Captain	Demonstrate proper coordination of responders to ensure maximum efficiency of operations
XXX	A.2.7.F - Stage Response Teams	Field Command Post	Demonstrate responders are prepared and ready for employment



### Example 4 – Community Tabular Format

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.2.8.F - Conduct Firefighting Operations At The Accident Scene	Fire Department	Demonstrate safe operations and availability of manpower
XXX	A.2.9.F - Conduct Release Control Operations	Response work teams	Demonstrate containment of release to smallest area possible
XXX	A.2.10.F - Mitigate The Effects Of The Agent Release	Field Command Post, Work Parties	Demonstrate the contaminated materials are safely contained and disposed of in a safe and legal manner  <i>Simulants will be used.</i>

### 3. Emergency Management

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.3.1.E - Activate, Expand And Operate The EOC	EOC staff	Demonstrate quick full operational status and maintain level for duration of response
XXX	A.3.2.E - Direct And Control Response Operations	EOC staff	Demonstrate direction and control, coordination of response activities
XXX	A.3.3.E - Stand Up And Command The IRF	Commander	Demonstrate command and control for response
XXX	A.3.4.E - Perform Duties As The Federal On-Scene Coordinator	Commander	Demonstrate discharging of all DoD obligations under National Contingency Plan
XXX	A.3.5.E - Direction And Control Protection Of The On-Post At-Risk Populations	EOC staff	Demonstrate protection of on-post population inside the isolation perimeter and predicted hazard area
XXX	A.3.6.E - Direct And Control Protection Of The On-Post General Population	EOC staff	Demonstrate protection of general on-post population

### Example 4 – Community Tabular Format

Juris	Task	Players	Extent of Play
XXX	A.3.7.E - Direct And Control Protection Of Special Populations	EOC staff	N/A - <u><i>YI</i></u> does not have any special populations
XXX	A.3.8.F - Direct And Control Distribution Of Supplies And Equipment	Field Command Post	Demonstrate sufficient equipment, vehicles, supplies are available to control and mitigate release and perform related support tasks
XXX	A.3.9.E - Request And Coordinate Additional Response Support	EOC staff	Demonstrate sufficient personnel, equipment and supplies are available to contain, mitigate hazard, and perform related support tasks
XXX	A.3.10.E - Make On-Post Reentry Decisions	EOC staff	Demonstrate determination, recommendations and notifications for personnel reentry into areas unaffected by hazard
XXX	A.3.11.E - Notify The Next-Of-Kin	EOC staff	Demonstrate prompt notification of next-of-kin of fatalities, ill, injured and exposed persons  <i>EOC staff will explain procedures, no calls will be made</i>
XXX	A.3.12.E - Direct And Control Army Public Information Activities	EOC staff, JIC	Demonstrate shift from EOC to JIC
XXX	A.3.13.E - Reports To Headquarters PAO	EOC staff	Demonstrate reporting of public information activities to Headquarters PAO
XXX	A/C.3.1.E – Conduct EOC Media Operations	EOC staff JIC Staff	Demonstrate the capability to conduct media operations from the EOC until the JIC is declared operational.  Demonstrate the capability to maintain JIS operations as appropriate to the scenario.
XXX	A/C.3.2.J - Activate And Operate The JIC	JIC staff	Demonstrate establishment and performance of JIC

### Example 4 – Community Tabular Format

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A/C.3.3.J - Provide Emergency Public Information To The Media And The Public	JIC staff	Demonstrate flow of information between JIC and other agencies
XXX	A/C.3.4.J - Coordinate Joint And Command Level Media Briefings	EOC/JIC staff	Demonstrate command level news briefing
XXX	A/C.3.5.J - Provide Emergency Public Information Through Media Releases	EOC/JIC staff,	Demonstrate release of emergency information through media
XXX	A/C.3.6.E - Request And Coordinate PAO Augmentation	EOC staff	Demonstrate sufficient PAO and support staff

#### 4. Protection

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.4.1.E - Recommend CENLs, PARS, PADs	EOC staff	Demonstrate accurate recommendations for the CENL and optimum PARs and PADs to IRF commander. Recommend adjust or cancel CENLs, PARS, PADs as conditions warrant
XXX	A.4.2.E - Determine On-Post PAD	EOC staff	Demonstrate decision-making and announcement of optimum PAD for on-post
XXX	A.4.3.E - Activate On-Post Indoor And Outdoor Warning Systems	Security Force	Demonstrate notification to individuals in isolation perimeter and predicted hazard area within eight minutes of PAD.

### Example 4 – Community Tabular Format

Juris	Task	Players	Extent of Play
XXX	A.4.4.F - Control On-Post Population Movement, Exit, Entry	Security Force	Demonstrate timely manning of TCPs, placement of barricades for evacuation and prevent access to hazardous area
XXX	A.4.5.F – Assemble, Screen And Account For The On-Post Population	On-post offices, work areas, and facilities	Demonstrate accountability and agent screening of on-post population
XXX	A.4.6.E - Provide Transportation To Evacuate The Post Population	EOC staff	Demonstrate availability of transport vehicles and drivers needed to evacuate all or part of post population to a safe place  <i><u>YI</u> does not have vehicles or personnel available to actively display. Will discuss procedures.</i>
XXX	A.4.7.F - Set Up And Operate Personnel Decontamination Station	Decontamination Team	Demonstrate personnel in clean area are protected from contamination and contaminated protective clothing is prevented from leaving scene
XXX	A.4.8.F - Set Up And Operate The Equipment Decontamination Station	Decontamination Team	Demonstrate decontamination of tools and equipment used at accident scene

#### 5. Victim Care

Juris	Task	Players	Extent of Play
XXX	A.5.1.F - Provide Immediate Emergency Aid At The CAI Site	Security Force and Surety	Demonstrate appropriate life-saving self-aid and first-aid
XXX	A.5.2.F - Provide Emergency Triage, Treatment And Stabilization At CAI	Security Force and Surety	Demonstrate stabilization and transport to a medical facility in a timely manner

### Example 4 – Community Tabular Format

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.5.3.F - Victim Status Reports	Work parties, Security Force, Medical facility	Demonstrate information about location and status of all victims is reported to IRF Commander
XXX	A.5.4.E - Track The Location And Status Of All Patients	EOC staff, Medical facility	Demonstrate accuracy of patient information
XXX	A.5.5.F - Decontaminate Patients At The CAI Site	Security Force and Surety	Demonstrate effective decontamination
XXX	A.5.6.F - Prepare Medical Facility To Receive Patients	Medical Facility	Demonstrate facility is prepared for arrival and treatment of patients
XXX	A.5.7.F - Transport Patients To A Medical Facility	Security Force and/or Fire Department	Demonstrate transportation to a Medical Facility in a timely manner. Vehicle, crew and EMS personnel are returned to service
XXX	A.5.8.F - Treat Patients At A Medical Facility	Medical Facility	Demonstrate appropriate medical treatment. Patients stabilized and transferred to off-post medical facility
XXX	A.5.9.F - Collect And Decontaminate Human Remains	IRF Work Parties, Medical Response Teams	Demonstrate care and respect of remains and made available to next-of-kin
XXX	A.5.10.E - Coordinate The Disposition Of Human Remains	EOC staff	Demonstrate legal requirements are met, next-of-kin are helped to claim remains  <i>EOC staff will explain procedures, no calls will be made</i>

**Example 4 – Community Tabular Format**

**6. Evacuee Support**

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
XXX	A.6.1.E - Arrange For And Provide Counseling And Religious Support	EOC staff	Demonstrate support, advice, consolation, encouragement and spiritual support for Army employees and post residents  <i>EOC staff will explain procedures, no calls will be made</i>
XXX	A.6.2.E - Arrange For And Provide Army Claims Services	EOC staff	Demonstrate operation of Army claims services  <i>EOC staff will explain procedures, no calls will be made</i>
XXX	A.6.3.E - Arrange For And Provide Veterinary Services	EOC staff	Demonstrate identification and treatment of on-post livestock, companion animals or wildlife that are injured or exposed  <i>EOC staff will explain procedures, no calls will be made</i>

## Example 5 – Community Tabular Format

### Your Installation CSEPP Community

#### Extent of Play Agreement

*For*

YI CSEPP Exercise

DD MMM YY

#### 1. PURPOSE

This Extent of Play Agreement identifies the conditions that will be used to develop, conduct, control, and evaluate the Your Installation (YI) Community CSEPP Exercise 2002, as agreed to by the YI CSEPP Community and the Exercise Co-Directors which includes the following entities: YI, Your Jurisdiction 1, and Your Jurisdiction 2.

#### 2. STANDARDS AND REFERENCES

The play by the YI Community will be based on the editions of the following as current on the day of exercise:

- The YI Chemical Accident/Incident Response and Assistance (CAIRA) Plan, and implementing SOPs, July 2001.
- US Army Chemical Agent Munitions Disposal System Activity Contingency and Spill Control Plan, Nov 1997 and Area Response Team Guide, September 1996.
- MOUs and MOAs between YI and various agencies and organizations concerning response to an accident involving Army toxic chemicals at YI. These will be available for exercise evaluation.
- AMC Chemical Service Response Force Commander's Emergency Response Plan, May 1997.
- Jurisdictional Emergency Operations Plan implementing procedures and checklists. These items will be identified by title and date for inclusion in the Exercise Plan (EXPLAN).
- MOUs and MOAs between each jurisdiction and various agencies and organizations concerning response to an accident involving Army toxic chemicals at YI. The YI CSEPP Community will identify these by title and date for inclusion in the EXPLAN.

#### 3. EXERCISE PARAMETERS

The scenario will be based on events occurring where toxic chemicals are stored at YI. These events cause liquid agent contamination in the vicinity of the storage site, and vapor hazards downwind. The hazards will potentially extend beyond the installation boundary, and will require protective actions and other emergency responses to be taken in the IRZ and PAZ. The

## Example 5 – Community Tabular Format

type of agent released, the area of ground contamination, the vapor plume path, and the number and condition of casualties, will be within a range to achieve the objectives for each jurisdiction, and will be consistent with responders demonstrating their capabilities at the locations listed in this agreement.

Exercise play will begin no earlier than 8 am MDT on 18 September 2002, and will continue uninterrupted for a minimum of 5 hours. Selected responders might play until as late as 5 p.m.

The tables in the enclosure describe the agreements for the conduct of the exercise by YI CSEPP Community, and the simulations that will be used to ensure a credible evaluation.

Joint facilities and functions that involve multiple jurisdictions, (i.e., the activation and operation of a Joint Information Center [JIC], the Recovery Planning Group [RPG], the functions of the Federal On-Scene Coordinator [OSC] and Regional Response Team [RRT], and the activation and operation of a Federal Response Center [FRC]), will be demonstrated consistent with the exercise objectives, this agreement, and the scenario. For this exercise a JIC will be activated and operated jointly by all participating jurisdictions according to existing plans.

### 4. EXERCISE PARTICIPANTS

All YI CSEPP Community offices that have direction and control responsibilities in the event of a chemical accident at YI will play in jurisdictional EOCs and the JIC during the exercise, consistent with the exercise objectives and scenario. Field response will also be demonstrated. This will include demonstration of traffic control points; demonstration of decontamination capability, and EMS support at a decontamination site; activation of a mass care center; and emergency medical services provided by ten area Medical Centers and Hospitals.

### 5. EXERCISE PLAN (EXPLAN)

The information about exercise standards and references, exercise parameters, exercise participants, and evaluation of objectives in this agreement, along with the enclosed tables, will be included in the EXPLAN for the information of all participants. Notes that follow the tables need not be included in the EXPLAN.



**Example 5 – Community Tabular Format**

6. CONCURRENCES

The following agree to support the YI Community CSEPP Exercise 2002 as described herein.

*Commander, YI*

FEMA Exercise Co-Director

*State of Utah DES*

*ARMY Co-Director*

*Tooele County*

*Utah County*

*Salt Lake County*

SAMPLE

**Example 5 – Community Tabular Format**

*This page not used.*

SAMPLE

## Your Installation CSEPP Community

### Extent of Play Agreement For YI CSEPP Exercise DD MMM YY

#### 1. Emergency Assessment

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.1.1.E - Collect Input For Hazard Analysis	EOC staff	Demonstrate ability of hazard analysts to assess seriousness of CAI, make initial estimate of impact and produce initial and subsequent hazard assessment and predictions
<b><u>YJ1</u></b>	C.1.1.E -- Receive CENL and PAR from installation / Depot EOC.	Your Jurisdiction 1 ( <b><u>YJ1</u></b> ) Emergency Manager and EOC staff.	Demonstrate the effective exchange of information with <i>YI</i> and other jurisdictions.
<b><u>YJ2</u></b>	C.1.1.E -- Receive CENL and PAR from installation / Depot EOC.	Your Jurisdiction 1 ( <b><u>YJ2</u></b> ) Emergency Manager and EOC staff.	Demonstrate the effective exchange of information with <i>YI</i> and other jurisdictions.
<b><u>YI</u></b>	A.1.2.E - Make Hazard Assessments And Predictions	EOC staff	Demonstrate production of hazard area plots showing risk areas and predicted hazard wedge, identification of risk population, protective action options, monitoring guidance, information on projected plume behavior
<b><u>YJ1</u></b>	C1.2.F – Coordinate response phase monitoring and sampling.	Emergency Manager, policy makers and environmental health representative.	Demonstrate continuous dialogue with <i>YI</i> regarding RTAP monitoring locations and readings.
<b><u>YJ2</u></b>	C1.2.F – Coordinate response phase monitoring and sampling.	Emergency Manager, policy makers and environmental health representative.	Demonstrate continuous dialogue with <i>YI</i> regarding RTAP monitoring locations and readings.

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.1.3.E - Determine CENL And Off-Post PAR	EOC staff	Demonstrate decision-making and announcement of optimum PAR for off-post
<b><u>YI</u></b>	A.1.4.E - Notify Off-Post 24-Hour Warning Points Or EOCs	EOC staff	Demonstrate notification to off-post community of the CENL and PAR within prescribed time limits
<b><u>YI</u></b>	A.1.5.E - Notify Government Agencies And Officials	EOC staff	Demonstrate notification of federal, state, and local officials of chemical event prior to release to media and the public.
<b><u>YI</u></b>	A.1.6.E - Report Events And Decisions To Headquarters	EOC staff	Demonstrate submittal of complete, comprehensive, timely reports to headquarters
<b><u>YI</u></b>	A.1.7.F - Set Up Monitoring And Sampling Equipment	Monitoring and Sampling Teams	Demonstrate monitoring and sampling equipment is operational and ready for deployment when needed. Reliable communication is established between field teams and hazard analysis
<b><u>YI</u></b>	A.1.8.E - Coordinate Monitoring And Sampling Operations (On And Off-Post)	EOC staff	Demonstrate deployment of monitoring and sampling teams to correct locations
<b><u>YI</u></b>	A.1.9.F - Conduct Monitoring And Sampling Operations	Monitoring and Sampling Teams	Demonstrate collection of authentic, credible information about chemical agent hazards.

## **2. Accident Site Hazard Mitigation**

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.2.1.F - Make Immediate Informal Accident Reports	Surety and Security Forces	Demonstrate prompt and accurate informal reports from the accident scene
<b><u>YI</u></b>	A.2.2.F - Secure The Accident Scene	Security Force	Demonstrate security cordon is established and enforced

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.2.3.F - Account For Personnel At And Around Accident Site	Security Force	Demonstrate accountability and evacuation of personnel working in and around the CLA
<b><u>YI</u></b>	A.2.4.E - Direct And Coordinate Accident Scene Preservation	EOC staff	Demonstrate documentation of accident scene and responses
<b><u>YI</u></b>	A.2.5.F - Preserve The Accident Scene	Field Command post, Work Parties	Demonstrate documentation of decisions and operations are secured and preserved
<b><u>YI</u></b>	A.2.6.F - Establish And Provide Direction And Control At The Accident Scene	Field Command Post and/or Security Shift Captain	Demonstrate proper coordination of responders to ensure maximum efficiency of operations
<b><u>YI</u></b>	A.2.7.F - Stage Response Teams	Field Command Post	Demonstrate responders are prepared and ready for employment
<b><u>YI</u></b>	A.2.8.F - Conduct Firefighting Operations At The Accident Scene	Fire Department	Demonstrate safe operations and availability of manpower
<b><u>YI</u></b>	A.2.9.F - Conduct Release Control Operations	Response work teams	Demonstrate containment of release to smallest area possible
<b><u>YI</u></b>	A.2.10.F - Mitigate The Effects Of The Agent Release	Field Command Post, Work Parties	Demonstrate the contaminated materials are safely contained and disposed of in a safe and legal manner  <i>Simulants will be used.</i>

### 3. Emergency Management

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.3.1.E - Activate, Expand And Operate The EOC	EOC staff	Demonstrate quick full operational status and maintain level for duration of response

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A/C.3.1.E – Conduct EOC Media Operations	EOC staff JIC Staff	Demonstrate the capability to conduct media operations from the EOC until the JIC is declared operational.  Demonstrate the capability to maintain JIS operations as appropriate to the scenario.
<b><u>YJI</u></b>	C.3.1.E – Alert and Mobilize EOC Staff.	<b><u>YJI</u></b> Emergency Manager and EOC staff.	Demonstrate alert and mobilization of county responders, and the activation of the <b><u>YJI</u></b> EOC and JIC.
<b><u>YJI</u></b>	A/C.3.1.E – Conduct EOC Media Operations	<b><u>YJI's</u></b> Emergency Manager, EOC staff <b><u>YJI's</u></b> PIO Staff, and JIC Staff	Demonstrate the capability to conduct media operations from the EOC until the JIC is declared operational.  Demonstrate the capability to maintain JIS operations as appropriate to the scenario.
<b><u>YJ2</u></b>	C.3.1.E – Alert and Mobilize EOC Staff.	<b><u>YJ2</u></b> Emergency Manager and EOC staff.	Demonstrate alert and mobilization of county responders, and the activation of the <b><u>YJ2</u></b> EOC and JIC.
<b><u>YJ2</u></b>	A/C.3.1.E – Conduct EOC Media Operations	<b><u>YJ2's</u></b> Emergency Manager, EOC staff <b><u>YJ2's</u></b> PIO Staff, and JIC Staff	Demonstrate the capability to conduct media operations from the EOC until the JIC is declared operational.  Demonstrate the capability to maintain JIS operations as appropriate to the scenario.
<b><u>YI</u></b>	A.3.2.E - Direct And Control Response Operations	EOC staff	Demonstrate direction and control, coordination of response activities
<b><u>YI</u></b>	A/C.3.2.J - Activate And Operate The JIC	JIC staff	Demonstrate establishment and performance of JIC

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<u><b>YJI</b></u>	C.3.2.E – Activate and Operate the EOC	<u><b>YJI</b></u> Emergency Manager, County Commissioners, County Sheriff, County Attorney, EOC staff including law enforcement agencies (Sheriff’s Department, State Highway Patrol), Public Health, School District, EMS, American Red Cross, ARES, and County Sheriff’s Communication Center.	<p>Demonstrate effective exchange of information with YTCD and other jurisdictions. Demonstrate alert and mobilization of county responders, and the activation of the county EOC and JIC. Demonstrate all back-up systems.</p> <p>EOC will be activated.</p> <p>Demonstrate communications capabilities at the EOC. ARES will demonstrate back-up communication in the County EOC and other locations as resources permit.</p> <p>Demonstrate all facilities, equipment and displays in the county EOC appropriate for the response to the scenario. EMIS will be primary information system used in the County EOC.</p>
<u><b>YJI</b></u>	A/C.3.2.J – Activate and Operate the JIC.	JIC staff	<p>Demonstrate capability to direct and control JIC activation will be demonstrated at the county EOC and JIC located in Your Town.</p> <p>Demonstrate all facilities, equipment, communication capabilities and displays appropriate for the scenario.</p> <p>Provide Media Briefings and News Releases appropriate for the scenario.</p> <p><i>Exercise will continue until the JIC is activated, operational and a JIC press conference is completed, even if objectives at other locations are satisfied sooner.</i></p>

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ2</u></b>	C.3.2.E – Activate and Operate the EOC	<b><u>YJ2</u></b> Emergency Manager, County Commissioners, County Sheriff, County Attorney, EOC staff including law enforcement agencies (Sheriff’s Department, State Highway Patrol), Public Health, School District, EMS, American Red Cross, ARES, and County Sheriff’s Communication Center.	<p>Demonstrate effective exchange of information with YTCD and other jurisdictions. Demonstrate alert and mobilization of county responders, and the activation of the county EOC and JIC. Demonstrate all back-up systems.</p> <p>EOC will be activated.</p> <p>Demonstrate communications capabilities at the EOC. ARES will demonstrate back-up communication in the County EOC and other locations as resources permit.</p> <p>Demonstrate all facilities, equipment and displays in the county EOC appropriate for the response to the scenario. EMIS will be primary information system used in the County EOC.</p>
<b><u>YJ2</u></b>	A/C.3.2.J – Activate and Operate the JIC.	JIC staff	<p>Demonstrate capability to direct and control JIC activation will be demonstrated at the county EOC and JIC located in Your Town.</p> <p>Demonstrate all facilities, equipment, communication capabilities and displays appropriate for the scenario.</p> <p>Provide Media Briefings and News Releases appropriate for the scenario.</p> <p><i>Exercise will continue until the JIC is activated, operational and a JIC press conference is completed, even if objectives at other locations are satisfied sooner.</i></p>
<b><u>YI</u></b>	A.3.3.E - Stand Up And Command The IRF	Commander	Demonstrate command and control for response
<b><u>YI</u></b>	A/C.3.3.J - Provide Emergency Public Information To The Media And The Public	JIC staff	Demonstrate flow of information between JIC and other agencies



<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.3.3.E – Support Protective Action Decision Making.	Emergency Manager, policy makers and EOC staff.	Demonstrate all capabilities at the <b><u>YJ1</u></b> EOC. Hazard Assessment and Predictions will be consistent with requirements of the scenario.
<b><u>YJ1</u></b>	A/C.3.3.J – Provide Emergency Public Information to the Media and the Public	JIC Staff	<p>Provide information pertaining to special populations and schools. Provide information pertaining to protective action decisions.</p> <p>Provide information pertaining to Traffic Control Points. Provide information pertaining to County Reception Centers and American Red Cross Shelters.</p> <p>Provide information pertaining to evacuees.</p> <p>Provide information pertaining to EAS messages.</p> <p><i>As resources are available, the mock media may contact YJ Hospital, YJ Reception Center and YJ EOC..</i></p>
<b><u>YJ2</u></b>	C.3.3.E – Support Protective Action Decision Making.	Emergency Manager, policy makers and EOC staff.	Demonstrate all capabilities at the <b><u>YJ2</u></b> EOC. Hazard Assessment and Predictions will be consistent with requirements of the scenario.
<b><u>YJ2</u></b>	A/C.3.3.J – Provide Emergency Public Information to the Media and the Public	JIC Staff	<p>Provide information pertaining to special populations and schools. Provide information pertaining to protective action decisions.</p> <p>Provide information pertaining to Traffic Control Points. Provide information pertaining to County Reception Centers and American Red Cross Shelters.</p> <p>Provide information pertaining to evacuees.</p> <p>Provide information pertaining to EAS messages.</p> <p><i>As resources are available, the mock media may contact YJ Hospital, YJ Reception Center and YJ EOC..</i></p>

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.3.4.E - Perform Duties As The Federal On-Scene Coordinator	Commander	Demonstrate discharging of all DoD obligations under National Contingency Plan
<b><u>YI</u></b>	A/C.3.4.J - Coordinate Joint And Command Level Media Briefings	EOC/JIC staff	Demonstrate command level news briefing
<b><u>YJI</u></b>	C.3.4.E – Direct and Control Activation of Traffic Control Points.	<b><u>YJI</u></b> EOC staff and law enforcement agencies including <b><u>YJI</u></b> Sheriff’s Department, State Highway Patrol (SHP) and JIC staff.	Demonstrate traffic and access control by responders in the county EOC. JIC staff to notify public of TCPs.
<b><u>YJI</u></b>	A/C.3.4.J - Coordinate joint and command level media briefings	EOC/JIC staff	Demonstrate command level news briefing
<b><u>YJI</u></b>	A/C.3.4.J - Coordinate joint and command level media briefings	EOC/JIC staff	Demonstrate command level news briefing
<b><u>YJ2</u></b>	C.3.4.E – Direct and Control Activation of Traffic Control Points.	<b><u>YJ2</u></b> EOC staff and law enforcement agencies including <b><u>YJ2</u></b> Sheriff’s Department, State Highway Patrol (SHP) and JIC staff.	Demonstrate traffic and access control by responders in the county EOC. JIC staff to notify public of TCPs.
<b><u>YI</u></b>	A.3.5.E - Direction And Control Protection Of The On-Post At-Risk Populations	EOC staff	Demonstrate protection of on-post population inside the isolation perimeter and predicted hazard area

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A/C.3.5.J - Provide Emergency Public Information Through Media Releases	EOC/JIC staff,	Demonstrate release of emergency information through media
<b><u>YJ1</u></b>	C.3.5.E – Direct and Control Protective Action for Schools and Day Care.	<b><u>YJ1</u></b> Emergency Manager and EOC staff.	<i>Demonstrate plans and procedures for school populations in the EOC only.</i>
<b><u>YJ1</u></b>	A/C.3.5.J - Provide emergency public information through media releases	EOC/JIC staff,	Demonstrate release of emergency information through media
<b><u>YJ1</u></b>	A/C.3.5.J - Provide emergency public information through media releases	EOC/JIC staff,	Demonstrate release of emergency information through media
<b><u>YJ2</u></b>	C.3.5.E – Direct and Control Protective Action for Schools and Day Care.	<b><u>YJ2</u></b> Emergency Manager and EOC staff.	<i>Demonstrate plans and procedures for school populations in the EOC only.</i>
<b><u>YI</u></b>	A.3.6.E - Direct And Control Protection Of The On-Post General Population	EOC staff	Demonstrate protection of general on-post population
<b><u>YI</u></b>	A/C.3.6.E - Request And Coordinate PAO Augmentation	EOC staff	Demonstrate sufficient PAO and support staff
<b><u>YJ1</u></b>	C.3.6.E – Direct and Control Protective Actions for Special Populations	<b><u>YJ1</u></b> Emergency Manager and EOC staff.	Demonstrate plans and procedures for the special needs population in the EOC only.
<b><u>YJ1</u></b>	A/C.3.6.E - Request and coordinate PAO augmentation	EOC staff	Demonstrate sufficient PAO and support staff

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<u><b>YJ1</b></u>	A/C.3.6.E - Request and coordinate PAO augmentation	EOC staff	Demonstrate sufficient PAO and support staff
<u><b>YJ2</b></u>	C.3.6.E – Direct and Control Protective Actions for Special Populations	<u><b>YJ2</b></u> Emergency Manager and EOC staff.	Demonstrate plans and procedures for the special needs population in the EOC only.
<u><b>YI</b></u>	A.3.7.E - Direct And Control Protection Of Special Populations	EOC staff	N/A - <u><b>YI</b></u> does not have any special populations
<u><b>YJ1</b></u>	C.3.7.E – Provide Support to the Storage Installation	<u><b>YJ1</b></u> Emergency Manager and EOC staff.	County will simulate this activity, if appropriate for the scenario.
<u><b>YJ2</b></u>	C.3.7.E – Provide Support to the Storage Installation	<u><b>YJ2</b></u> Emergency Manager and EOC staff.	County will simulate this activity, if appropriate for the scenario.
<u><b>YI</b></u>	A.3.8.F - Direct And Control Distribution Of Supplies And Equipment	Field Command Post	Demonstrate sufficient equipment, vehicles, supplies are available to control and mitigate release and perform related support tasks
<u><b>YJ1</b></u>	C.3.8.E – Request Supplementary Assistance	<u><b>YJ1</b></u> Emergency Manager and EOC staff. <u><b>YJ1</b></u> Decision Makers	County will simulate requests for supplementary assistance, if appropriate for the scenario. Demonstrate capability in State or County EOC.  Demonstrate the ability in State or Local Governments
<u><b>YJ2</b></u>	C.3.8.E – Request Supplementary Assistance	<u><b>YJ2</b></u> Emergency Manager and EOC staff. <u><b>YJ2</b></u> Decision Makers	County will simulate requests for supplementary assistance, if appropriate for the scenario. Demonstrate capability in State or County EOC.  Demonstrate the ability in State or Local Governments
<u><b>YI</b></u>	A.3.9.E - Request And Coordinate Additional Response Support	EOC staff	Demonstrate sufficient personnel, equipment and supplies are available to contain, mitigate hazard, and perform related support tasks

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.3.9.E/F – Track the Location and Status of Patients	<b><u>YJ1's</u></b> Emergency Manager, EOC staff, EMS workers, <b><u>YJ1's</u></b> hospital(s).	Demonstrate capability at county EOC and <b><u>YJ1's</u></b> hospital(s).
<b><u>YJ2</u></b>	C.3.9.E/F – Track the Location and Status of Patients	<b><u>YJ2's</u></b> Emergency Manager, EOC staff, EMS workers, <b><u>YJ2's</u></b> hospital(s).	Demonstrate capability at county EOC and <b><u>YJ2's</u></b> hospital(s).
<b><u>YI</u></b>	A.3.10.E - Make On-Post Reentry Decisions	EOC staff	Demonstrate determination, recommendations and notifications for personnel reentry into areas unaffected by hazard
<b><u>YJ1</u></b>	C.3.10.E – Direct and Control Public Information Activities/	County Emergency Manager, County PIO Staff, and JIC Staff	Demonstrate capability at the county EOC and JIC. EAS messages will be released as appropriate for the scenario.  The exchange of information with the media and the activation of the JIC will be in real time.
<b><u>YJ2</u></b>	C.3.10.E – Direct and Control Public Information Activities/	County Emergency Manager, County PIO Staff, and JIC Staff	Demonstrate capability at the county EOC and JIC. EAS messages will be released as appropriate for the scenario.  The exchange of information with the media and the activation of the JIC will be in real time.
<b><u>YI</u></b>	A.3.11.E - Notify The Next-Of-Kin	EOC staff	Demonstrate prompt notification of next-of-kin of fatalities, ill, injured and exposed persons  <i>EOC staff will explain procedures, no calls will be made</i>
<b><u>YI</u></b>	A.3.12.E - Direct And Control Army Public Information Activities	EOC staff, JIC	Demonstrate shift from EOC to JIC
<b><u>YI</u></b>	A.3.13.E - Reports To Headquarters PAO	EOC staff	Demonstrate reporting of public information activities to Headquarters PAO

#### 4. Protection

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.4.1.E - Recommend CENLs, PARS, PADs	EOC staff	Demonstrate accurate recommendations for the CENL and optimum PARs and PADs to IRF commander. Recommend adjust or cancel CENLs, PARS, PADs as conditions warrant
<b><u>YJ1</u></b>	C.4.1.E – Make Protective Action Decisions.	<b><u>YJ1</u></b> Emergency Manager and EOC staff.	Demonstrate all capabilities at the IRZ County EOC.
<b><u>YJ2</u></b>	C.4.1.E – Make Protective Action Decisions.	<b><u>YJ2</u></b> Emergency Manager and EOC staff.	Demonstrate all capabilities at the IRZ County EOC.
<b><u>YI</u></b>	A.4.2.E - Determine On-Post PAD	EOC staff	Demonstrate decision-making and announcement of optimum PAD for on-post
<b><u>YJ1</u></b>	C.4.2.E – Activate Primary Indoor and Outdoor Warning Systems.	<b><u>YJ1</u></b> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>Sirens, tone alert radios, electronic signboards and the EAS will be activated as appropriate for the scenario.</p> <p><i>Sirens, tone alert radios, and electronic signboards will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>
<b><u>YJ2</u></b>	C.4.2.E – Activate Primary Indoor and Outdoor Warning Systems.	<b><u>YJ2</u></b> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>Sirens, tone alert radios, electronic signboards and the EAS will be activated as appropriate for the scenario.</p> <p><i>Sirens, tone alert radios, and electronic signboards will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.4.3.E - Activate On-Post Indoor And Outdoor Warning Systems	Security Force	Demonstrate notification to individuals in isolation perimeter and predicted hazard area within eight minutes of PAD.
<b><u>YJ1</u></b>	C.4.3.E – Activate Alternate or Supplementary Warning Methods	<b><u>YJ1</u></b> Emergency Manager, EOC staff and JIC staff.	<i>Will only be demonstrated if a failure is detected in the primary systems.</i>
<b><u>YJ2</u></b>	C.4.3.E – Activate Alternate or Supplementary Warning Methods	<b><u>YJ2</u></b> Emergency Manager, EOC staff and JIC staff.	<i>Will only be demonstrated if a failure is detected in the primary systems.</i>
<b><u>YI</u></b>	A.4.4.F - Control On-Post Population Movement, Exit, Entry	Security Force	Demonstrate timely manning of TCPs, placement of barricades for evacuation and prevent access to hazardous area
<b><u>YJ1</u></b>	C.4.4.E – Select or Prepare Protective Action Messages.	<b><u>YJ1</u></b> Emergency Manager, EOC staff and JIC staff.	Demonstrate capability at the county EOC and JIC.  EAS message will be released as appropriate for the scenario.  <b><i>EAS will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></b>
<b><u>YJ2</u></b>	C.4.4.E – Select or Prepare Protective Action Messages.	<b><u>YJ2</u></b> Emergency Manager, EOC staff and JIC staff.	Demonstrate capability at the county EOC and JIC.  EAS message will be released as appropriate for the scenario.  <b><i>EAS will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></b>

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.4.5.F – Assemble, Screen And Account For The On-Post Population	On-post offices, work areas, and facilities	Demonstrate accountability and agent screening of on-post population
<b><u>YJ1</u></b>	C.4.5.F – Conduct Route Alerting	__YOUR__ local Fire Departments, Law Enforcement Departments, or other similar organization identified in your Plan or that is participating in the exercise.	Route Alerting is not identified as a primary method of disseminating public warning in the <b><u>YJ1</u></b> EOP.  <i>If a failure is detected in the primary warning systems, actual Route Alerting will not be demonstrated. Procedures will be explained to an Evaluator.</i>
<b><u>YJ2</u></b>	C.4.5.F – Conduct Route Alerting	__YOUR__ local Fire Departments, Law Enforcement Departments, or other similar organization identified in your Plan or that is participating in the exercise.	Route Alerting is not identified as a primary method of disseminating public warning in the <b><u>YJ2</u></b> EOP.  <i>If a failure is detected in the primary warning systems, actual Route Alerting will not be demonstrated. Procedures will be explained to an Evaluator.</i>
<b><u>YI</u></b>	A.4.6.E - Provide Transportation To Evacuate The Post Population	EOC staff	Demonstrate availability of transport vehicles and drivers needed to evacuate all or part of post population to a safe place  <b><u>YI</u></b> does not have vehicles or personnel available to actively display. Will discuss procedures.



<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.4.6.E – Disseminate Protective Action Messages	<b><u>YJ1</u></b> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>EAS message will be released as appropriate for the scenario. Sirens, tone alert radios, electronic signboards and the EAS will be activated as appropriate for the scenario.</p> <p><i>Sirens, tone alert radios, electronic signboards, and EAS will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>
<b><u>YJ2</u></b>	C.4.6.E – Disseminate Protective Action Messages	<b><u>YJ2</u></b> Emergency Manager, EOC staff and JIC staff.	<p>Demonstrate capability at the county EOC and JIC.</p> <p>EAS message will be released as appropriate for the scenario. Sirens, tone alert radios, electronic signboards and the EAS will be activated as appropriate for the scenario.</p> <p><i>Sirens, tone alert radios, electronic signboards, and EAS will be activated only once when the initial Test Exercise Message will be broadcast/displayed. Subsequent broadcasts/activations will be simulated as required by the scenario.</i></p>
<b><u>YI</u></b>	A.4.7.F - Set Up And Operate Personnel Decontamination Station	Decontamination Team	Demonstrate personnel in clean area are protected from contamination and contaminated protective clothing is prevented from leaving scene

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<u><b>YJ1</b></u>	C.4.7.F –Activate Traffic and Access Control Points.		<p>Demonstrate two (2) traffic control points (TCPs) near Your Town Fire Station.</p> <p><i>No actual traffic will be stopped. Evacuee actors <b>will pass</b> through these TCPs.</i></p> <p><i>Depending on the accident scenario, <u><b>YJ1</b></u> will deploy law enforcement personnel to staff two traffic control points in conjunction with the field decontamination site.</i></p> <p><i>Your Town School District student actors will represent evacuees.</i></p>
<u><b>YJ2</b></u>	C.4.7.F –Activate Traffic and Access Control Points.		<p>Demonstrate two (2) traffic control points (TCPs) near Your Town Fire Station.</p> <p><i>No actual traffic will be stopped. Evacuee actors <b>will pass</b> through these TCPs.</i></p> <p><i>Depending on the accident scenario, <u><b>YJ2</b></u> will deploy law enforcement personnel to staff two traffic control points in conjunction with the field decontamination site.</i></p> <p><i>Your Town School District student actors will represent evacuees.</i></p>
<u><b>YI</b></u>	A.4.8.F - Set Up And Operate The Equipment Decontamination Station	Decontamination Team	Demonstrate decontamination of tools and equipment used at accident scene
<u><b>YJ1</b></u>	C.4.8.F – Implement Protective Action for Schools and Day Care.	<i>NONE</i>	<i>No field activity will be demonstrated.</i>
<u><b>YJ2</b></u>	C.4.8.F – Implement Protective Action for Schools and Day Care.	<i>NONE</i>	<i>No field activity will be demonstrated.</i>

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.4.9.F – Implement Protection of Special Populations	<i>NONE</i>	<i>No field activity will be demonstrated.</i>
<b><u>YJ2</u></b>	C.4.9.F – Implement Protection of Special Populations	<i>NONE</i>	<i>No field activity will be demonstrated.</i>

## 5. Victim Care

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.5.1.F - Provide Immediate Emergency Aid At The CAI Site	Security Force and Surety	Demonstrate appropriate life-saving self-aid and first-aid
<b><u>YJ1</u></b>	C.5.1.F – Prepare Medical Treatment Facility to Receive Patients	<u>YJ1's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	<u>YJ1's</u> hospital will demonstrate this activity in accordance with applicable internal facility preparedness plans and procedures.
<b><u>YJ2</u></b>	C.5.1.F – Prepare Medical Treatment Facility to Receive Patients	<u>YJ2's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	<u>YJ2's</u> hospital will demonstrate this activity in accordance with applicable internal facility preparedness plans and procedures.
<b><u>YI</u></b>	A.5.2.F - Provide Emergency Triage, Treatment And Stabilization At CAI	Security Force and Surety	Demonstrate stabilization and transport to a medical facility in a timely manner

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.5.2.F – Screen Evacuees for Agent Contamination	EMS workers and law enforcement agencies (Sheriff’s Department, SHP, and Your Town Police).	Demonstrate capability at TCPs established in the vacant lot adjacent to the Nearby City Fire Department.  Nearby City Fire Department personnel will process thirteen (13) off-post evacuees/victims.  <i>Your Town School District student actors will represent evacuees.</i>
<b><u>YJ2</u></b>	C.5.2.F – Screen Evacuees for Agent Contamination	EMS workers and law enforcement agencies (Sheriff’s Department, SHP, and Your Town Police).	Demonstrate capability at TCPs established in the vacant lot adjacent to the Nearby City Fire Department.  Nearby City Fire Department personnel will process thirteen (13) off-post evacuees/victims.  <i>Your Town School District student actors will represent evacuees.</i>
<b><u>YI</u></b>	A.5.3.F - Victim Status Reports	Work parties, Security Force, Medical facility	Demonstrate information about location and status of all victims is reported to IRF Commander

Juris	Task	Players	Extent of Play
<u>YJI</u>	C.5.3.F – Treat Patients at the Screening Site(s).	<p>EMS workers.</p> <p><u>YJI's</u> hospital(s)            [Include separate description for each hospital/medical center that will participate in the exercise.]</p>	<p>Demonstrate capability at TCPs established in the vacant lot adjacent to the Nearby City Fire Department.</p> <p>Nearby City Fire Department personnel will process thirteen (13) off-post evacuees/victims.</p> <p><i>Your Town School District student actors will represent evacuees.</i></p> <p>Demonstrate capability at designated Screening location at <u>YJI's</u> hospital.</p> <p><u>YJI's</u> Medical Representative will coordinate with the Exercise Support Contractor to develop injury cards for the volunteers.</p> <p><u>YJI's</u> hospital will provide moulage for the volunteers.</p> <p><u>YJI's</u> hospital will provide 15 volunteers for screening and decontamination.</p>

Juris	Task	Players	Extent of Play
<u><b>YJ2</b></u>	C.5.3.F – Treat Patients at the Screening Site(s).	<p>EMS workers.</p> <p><u><b>YJ2's</b></u> hospital(s)            [Include separate description for each hospital/medical center that will participate in the exercise.]</p>	<p>Demonstrate capability at TCPs established in the vacant lot adjacent to the Nearby City Fire Department.</p> <p>Nearby City Fire Department personnel will process thirteen (13) off-post evacuees/victims.</p> <p><i>Your Town School District student actors will represent evacuees.</i></p> <p>Demonstrate capability at designated Screening location at <u><b>YJ2's</b></u> hospital.</p> <p><u><b>YJ2's</b></u> Medical Representative will coordinate with the Exercise Support Contractor to develop injury cards for the volunteers.</p> <p><u><b>YJ2's</b></u> hospital will provide moulage for the volunteers.</p> <p><u><b>YJ2's</b></u> hospital will provide 15 volunteers for screening and decontamination.</p>
<u><b>YI</b></u>	A.5.4.E - Track The Location And Status Of All Patients	EOC staff, Medical facility	Demonstrate accuracy of patient information

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.5.4.F – Decontaminate Potentially Exposed Evacuees	<b><u>YJ1</u></b> Hazardous Materials Response Team, Nearby City Fire Department (with support from other fire departments in the county).	<p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination sites near Nearby City Fire Station.</p> <p>Simulations:  <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by county hazardous materials teams, volunteer fire department, EMS workers and law enforcement personnel at decontamination sites.</i></p>
<b><u>YJ2</u></b>	C.5.4.F – Decontaminate Potentially Exposed Evacuees	<b><u>YJ2</u></b> Hazardous Materials Response Team, Nearby City Fire Department (with support from other fire departments in the county).	<p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination sites near Nearby City Fire Station.</p> <p>Simulations:  <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by county hazardous materials teams, volunteer fire department, EMS workers and law enforcement personnel at decontamination sites.</i></p>
<b><u>YI</u></b>	A.5.5.F - Decontaminate Patients At The CAI Site	Security Force and Surety	Demonstrate effective decontamination

Juris	Task	Players	Extent of Play
<u>YJI</u>	C.5.5.F – Decontaminate Patients at the Screening Location or Medical Treatment Facility.	IRZ County Hazardous Materials Response Team, Nearby City Fire Department (with support from other fire departments in the county).  <u>YJI's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination sites near Nearby City Fire Station. Simulations: <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i>  <i>Training PPE to be worn by county hazardous materials teams, volunteer fire department, EMS workers and law enforcement personnel at decontamination sites.</i>  Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination site at <u>YJI's</u> hospital. Simulations: <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i>  <i>Training PPE to be worn by hospital personnel at decontamination sites.</i>  <u>YJI's</u> hospital will provide 15 volunteers for screening and decontamination.



Juris	Task	Players	Extent of Play
<b><u>YJ2</u></b>	C.5.5.F – Decontaminate Patients at the Screening Location or Medical Treatment Facility.	<p>IRZ County Hazardous Materials Response Team, Nearby City Fire Department (with support from other fire departments in the county).</p> <p><u>YJ2's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]</p>	<p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination sites near Nearby City Fire Station.</p> <p>Simulations: <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by county hazardous materials teams, volunteer fire department, EMS workers and law enforcement personnel at decontamination sites.</i></p> <p>Demonstrate capability to respond to situations and events as driven by the scenario to include decontamination of emergency workers. To be demonstrated at decontamination site at <u>YJ2's</u> hospital.</p> <p>Simulations: <i>Water simulates liquid decontaminants. Actual decontamination materials will be present and mixing times will be taken into account prior to commencing decontamination activities.</i></p> <p><i>Training PPE to be worn by hospital personnel at decontamination sites.</i></p> <p><u>YJ2's</u> hospital will provide 15 volunteers for screening and decontamination.</p>
<b><u>YI</u></b>	A.5.6.F - Prepare Medical Facility To Receive Patients	Medical Facility	Demonstrate facility is prepared for arrival and treatment of patients

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ1</u></b>	C.5.6.F – Transport Patients to a Medical Treatment Facility	Your Town Ambulance Service.	Demonstrate capability to respond to situations and events as driven by the exercise.  Two (2) On-Post victims will be transported from the depot to <u>YJ1's</u> hospital.  <i>Your Town School District student actors will represent transported off-post victims.</i>
<b><u>YJ2</u></b>	C.5.6.F – Transport Patients to a Medical Treatment Facility	Your Town Ambulance Service.	Demonstrate capability to respond to situations and events as driven by the exercise.  Two (2) On-Post victims will be transported from the depot to <u>YJ2's</u> hospital.  <i>Your Town School District student actors will represent transported off-post victims.</i>
<b><u>YI</u></b>	A.5.7.F - Transport Patients To A Medical Facility	Security Force and/or Fire Department	Demonstrate transportation to a Medical Facility in a timely manner. Vehicle, crew and EMS personnel are returned to service
<b><u>YJ1</u></b>	C.5.7.F – Treat Patients at a Medical Treatment Facility	<u>YJ1's</u> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	<u>YJ1's</u> hospital will receive six (6) Off –Post victims.  <b>There will be no fatalities at the hospital.</b>  <u>YJ1's</u> hospital will provide 6 volunteers for treatment.

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ2</u></b>	C.5.7.F – Treat Patients at a Medical Treatment Facility	<b><u>YJ2's</u></b> hospital(s) [Include separate description for each hospital/medical center that will participate in the exercise.]	<b><u>YJ2's</u></b> hospital will receive six (6) Off –Post victims.  <b>There will be no fatalities at the hospital.</b>  <b><u>YJ2's</u></b> hospital will provide 6 volunteers for treatment.
<b><u>YI</u></b>	A.5.8.F - Treat Patients At A Medical Facility	Medical Facility	Demonstrate appropriate medical treatment. Patients stabilized and transferred to off-post medical facility
<b><u>YJ1</u></b>	C.5.8.F – Collect and Decontaminate Human Remains	Investigator for State Medical Examiner's Office	Medical Examiner's Office Investigator will demonstrate plans and procedures for the collection and decontamination of human remains by discussing procedures with evaluation team. One (1) fatality will be handled at the decontamination site at Nearby City. Medical Examiner's Office Investigator will be responsible for assuring they are handled accordingly.
<b><u>YJ2</u></b>	C.5.8.F – Collect and Decontaminate Human Remains	Investigator for State Medical Examiner's Office	Medical Examiner's Office Investigator will demonstrate plans and procedures for the collection and decontamination of human remains by discussing procedures with evaluation team. One (1) fatality will be handled at the decontamination site at Nearby City. Medical Examiner's Office Investigator will be responsible for assuring they are handled accordingly.
<b><u>YI</u></b>	A.5.9.F - Collect And Decontaminate Human Remains	IRF Work Parties, Medical Response Teams	Demonstrate care and respect of remains and made available to next-of-kin
<b><u>YJ1</u></b>	C.5.9.E/F – Coordinate the Disposition of Human Remains	Investigator for State Medical Examiner's Office	Medical Examiner's Office Investigator will demonstrate plans and procedures for the coordination and disposition of human remains by discussing procedures with evaluation team. One (1) fatality will be handled at the decontamination site at Nearby City. Medical Examiner's Office Investigator will be responsible for assuring they are handled accordingly.

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YJ2</u></b>	C.5.9.E/F – Coordinate the Disposition of Human Remains	Investigator for State Medical Examiner’s Office	Medical Examiner’s Office Investigator will demonstrate plans and procedures for the coordination and disposition of human remains by discussing procedures with evaluation team. One (1) fatality will be handled at the decontamination site at Nearby City. Medical Examiner’s Office Investigator will be responsible for assuring they are handled accordingly.
<b><u>YI</u></b>	A.5.10.E - Coordinate The Disposition Of Human Remains	EOC staff	Demonstrate legal requirements are met, next-of-kin are helped to claim remains  <i>EOC staff will explain procedures, no calls will be made</i>

SAMPLE

6. Evacuee Support

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.6.1.E - Arrange For And Provide Counseling And Religious Support	EOC staff	Demonstrate support, advice, consolation, encouragement and spiritual support for Army employees and post residents  <i>EOC staff will explain procedures, no calls will be made</i>
<b><u>YJ1</u></b>	C.6.1.E – Direct and Control Reception Center Operations	<b><u>YJ1</u></b> Emergency Manager, EOC Staff, County Reception Center Managers and Public Health Nurses	Demonstrate the capability at the <b><u>YJ1</u></b> EOC. Responsible personnel will identify and demonstrate the process to determine the number of reception centers required and the procedures to activate and staff them.
<b><u>YJ2</u></b>	C.6.1.E – Direct and Control Reception Center Operations	<b><u>YJ2</u></b> Emergency Manager, EOC Staff, County Reception Center Managers and Public Health Nurses	Demonstrate the capability at the <b><u>YJ2</u></b> EOC. Responsible personnel will identify and demonstrate the process to determine the number of reception centers required and the procedures to activate and staff them.
<b><u>YI</u></b>	A.6.2.E - Arrange For And Provide Army Claims Services	EOC staff	Demonstrate operation of Army claims services  <i>EOC staff will explain procedures, no calls will be made</i>
<b><u>YJ1</u></b>	C.6.2.E –Operate Reception Center	County Reception Center Managers and Public Health Nurses	Demonstrate the capability at the <b><u>YJ1</u></b> Public Health Building.  Reception Center will receive twenty (20) evacuees.  <i>Your Town School District student actors will represent evacuees.</i>
<b><u>YJ2</u></b>	C.6.2.E –Operate Reception Center	County Reception Center Managers and Public Health Nurses	Demonstrate the capability at the <b><u>YJ2</u></b> Public Health Building.  Reception Center will receive twenty (20) evacuees.  <i>Your Town School District student actors will represent evacuees.</i>

<b>Juris</b>	<b>Task</b>	<b>Players</b>	<b>Extent of Play</b>
<b><u>YI</u></b>	A.6.3.E - Arrange For And Provide Veterinary Services	EOC staff	Demonstrate identification and treatment of on-post livestock, companion animals or wildlife that are injured or exposed  <i>EOC staff will explain procedures, no calls will be made</i>
<b><u>YJ1</u></b>	C.6.3.E – Direct and Control Shelter Operations	<b><u>YJ1</u></b> Emergency Manager, EOC Staff, and American Red Cross Staff.	Demonstrate the capability at the <b><u>YJ</u></b> EOC. Responsible personnel will identify and demonstrate the process to determine the number of shelters required and the procedures to activate and staff them
<b><u>YJ2</u></b>	C.6.3.E – Direct and Control Shelter Operations	<b><u>YJ2</u></b> Emergency Manager, EOC Staff, and American Red Cross Staff.	Demonstrate the capability at the <b><u>YJ</u></b> EOC. Responsible personnel will identify and demonstrate the process to determine the number of shelters required and the procedures to activate and staff them
<b><u>YJ1</u></b>	C.6.4.F – Operate Shelters	American Red Cross and Mass Care Workers	Operation of one (1) shelter will be demonstrated. The shelter to be located at Your Town High School.  Shelter will receive fifteen (15) evacuees.  <i>Your Town School District student actors will represent evacuees.</i>
<b><u>YJ2</u></b>	C.6.4.F – Operate Shelters	American Red Cross and Mass Care Workers	Operation of one (1) shelter will be demonstrated. The shelter to be located at Your Town High School.  Shelter will receive fifteen (15) evacuees.  <i>Your Town School District student actors will represent evacuees.</i>

**APPENDIX E**  
**CSEPP EXERCISE**  
**OPTIMAL AVAILABLE**  
**EXERCISE DATES**

*This page not used.*



## APPENDIX E

### CSEPP EXERCISE OPTIMAL AVAILABLE EXERCISE DATES

This *Exercise Policy and Guidance For the Chemical Stockpile Emergency Preparedness Program* contains the requirement that all CSEPP jurisdictions exercise annually. The exercise planning team will identify the desired exercise date(s) for their exercises two years in advance and submit their requested exercise date(s) to the Exercise IPT for approval. A calendar of optimal available exercise dates for FY 03 through FY 09 is provided below. While the dates listed below are the recommended dates for exercises, they are not the only date(s) that an exercise can be scheduled. If you meet the requirements listed in section 3.4 of the *Exercise Policy and Guidance For the Chemical Stockpile Emergency Preparedness Program* an exercise can be scheduled for that date.

## Optimal Available Dates for CSEPP Exercises

### FY04

22 October 2003 (20 – 24 October)  
12 November 2003 (10 – 14 November)  
4 February 2004 (2 – 6 February)  
25 February 2004 (23 – 27 February)  
17 March 2004 (15 – 19 March)  
7 April 2004 (5 – 9 April)  
28 April 2004 (26 – 30 April)  
19 May 2004 (17 – 21 May)  
9 June 2004 (7 – 11 June)  
15 September 2004 (13 – 17 September)

### FY07

18 October 2006 (16 – 20 October)  
8 November 2006 (6 – 10 November)  
31 January 2007 (29 January – 2 February)  
21 February 2007 (19 – 23 February)  
14 March 2007 (12 – 16 March)  
4 April 2007 (2 - 6 April)  
25 April 2007 (23 – 27 April)  
16 May 2007 (14 – 18 May)  
6 June 2007 (4 – 8 June)  
12 September 2007 (10 – 14 September)

### FY05

20 October 2004 (18 – 22 October)  
10 November 2004 (8 – 12 November)  
2 February 2005 (31 January – 4 February)  
23 February 2005 (21 – 25 February)  
16 March 2005 (14 – 18 March)  
6 April 2005 (4 - 8 April)  
27 April 2005 (25 – 29 April)  
18 May 2005 (16 – 20 May)  
8 June 2005 (6 – 10 June)  
14 September 2005 (12 – 16 September)

### FY08

17 October 2007 (15 – 19 October)  
7 November 2007 (5 – 9 November)  
30 January 2008 (28 January – 1 February)  
20 February 2008 (18 – 22 February)  
12 March 2008 (10 – 14 March)  
2 April 2008 (31 March - 4 April)  
23 April 2008 (21 – 25 April)  
14 May 2008 (12 – 16 May)  
4 June 2008 (2 – 6 June)  
10 September 2008 (8 – 12 September)

### FY06

19 October 2005 (17 – 21 October)  
9 November 2005 (7 – 11 November)  
1 February 2006 (30 January – 3 February)  
22 February 2006 (20 – 24 February)  
15 March 2006 (13 – 17 March)  
5 April 2006 (3 - 7 April)  
26 April 2006 (24 – 28 April)  
17 May 2006 (15 – 19 May)  
7 June 2006 (5 – 9 June)  
13 September 2006 (11 – 15 September)

### FY09

22 October 2008 (20 – 24 October)  
12 November 2008 (10 – 14 November)  
4 February 2009 (2 – 6 February)  
25 February 2009 (23 – 27 February)  
18 March 2009 (16 – 20 March)  
8 April 2009 (6 - 10 April)  
29 April 2009 (27 April – 1 May)  
20 May 2009 (18 – 22 May)  
10 June 2009 (8 – 12 June)  
9 September 2009 (7 – 11 September)

**APPENDIX F**  
**CSEPP EXERCISE**  
**PROGRAM GLOSSARY**

*This page not used.*

## APPENDIX F

### CSEPP EXERCISE PROGRAM GLOSSARY

**Accident Site Hazard Mitigation ROS:** This on-post ROS includes all response *Tasks* at the accident scene to contain the source and limit the magnitude of the hazard's impact. It includes all tasks at the accident scene except for those specifically associated with *Victim Care*.

**After-Exercise Review:** A general term for the process of compiling observations about the exercise from the evaluators, analyzing the observations first by jurisdiction and then by Response Operating System (ROS), identifying issues, developing corrective action recommendations, and drafting the report.

**Community Readiness Profile:** A document prepared by the evaluated community that provides the evaluation team information on the community's ability to meet the CSEPP benchmarks. It provides the community's status in each of the benchmark areas, a capability rating in those areas, and a narrative summary of the previous two-year's CSEPP exercises. It provides the context for the conduct of the IPE.

**Community ROS Teams:** The exercise observers reconfigure from their jurisdiction observation teams and special observation and analysis teams into the six ROS teams. A team leader compiles the jurisdiction and special team Findings Requiring Corrective Action (FRCA) and Observations related to the ROS and works with the team members, and, as needed, persons from other teams, to compile Findings Requiring Corrective Action (FRCA) and Observations for the ROS.

**Community Timeline:** The integrated chronological record of times and actions performed by all jurisdictions during exercise play.

**Condition:** The terms, qualifications, situations, circumstances, environment, and limits that influence, control, and constrain the performance of a task. Conditions are the parameters within which *Inputs*, *Steps*, and *Expected Outcomes* are to be understood. They include:

- Governing documents such as plans, Standard Operating Procedures (SOPs), Memoranda of Understanding (MOUs), and Memoranda of Agreement (MOAs), and their availability and familiarity to responders
- Time, particularly when time limitations for decisions or actions are imposed by regulations
- Pre-selected evacuation routes and Traffic Control Points (TCPs) and Access Control Points (ACPs)
- Pre-scripted messages and media releases
- Resources and equipment such as specialized vehicles, physical facilities, computers and their software, and communications systems, and their availability, operational status, and technical scope and limitations
- Personnel, including numbers and qualifications to perform specific tasks
- Weather and environmental conditions.

**Data Set:** A general term referring to the various forms and materials used in the post-exercise analysis to consolidate and organize collected information in formats useful for the analysis process.

**Emergency Assessment ROS:** This includes *Tasks* beginning with detecting the accident, gathering information, determining its impact, classifying the event, conducting environmental monitoring, and

making government-to-government notification. On-post, it also includes tasks related to EOC direction and control. It also includes government-to-government updates and situation reports and briefings.

**Emergency Management ROS:** This ROS includes all top-level decision making, coordination, and direction and control of the response, including mobilization and operation of the EOC; providing information to outside officials; public information and media relations; and coordination at the management level of anything involving logistical support.

**Evacuee Support ROS:** This includes all tasks following the Protective Action Decision through opening, operating, and supporting reception centers and shelters.

**Evaluated Component:** The location where the *Task* is expected to occur and where most of the data about the task will be collected, e.g., emergency operations center or specified field location.

**Expected Outcome:** A description of the end-state of a *Task* after the task is completed. The outcome of one task may become an *Input* for another task at this location or elsewhere on- or off-post. The successful performance of a task is based on comparing what actually occurred versus what was expected to occur, and its impact for the response.

**Finding Requiring Corrective Action:** Emergency responses and actions that deviate from applicable laws, regulations, policies, other written requirements, standards of care and practices, or that directly affect public health and safety. Deviation from applicable laws, regulations, policies, standards, plans, or other written requirements does not always mean that the emergency response or action is "inappropriate" or significant. The response or action may be appropriate and the requirement may be inconsistent, obsolete, etc. In this case, a FRCA is not written. However, a recommendation, prepared by the appropriate Co-Director, will be forwarded to the appropriate agency/organization requesting the issue be resolved. The Exercise Co-Directors determine if a deviation from requirements is significant enough to be reported as a FRCA.

**Integrated Performance Evaluation:** A team approach to exercise evaluation that focuses on collecting data on response *Tasks* to assess the ability to achieve *Expected Outcomes* according to accepted general program standards as well as specific plans, procedures, and expectations. The primary purpose of the IPE is to determine response productivity and effectiveness, e.g., the capability of the site to respond or perform specific functions, and to enhance training of responders. The principle data collection and analysis tool used in an IPE is a series of *Performance Evaluation Guides* (PEGs).

**Input:** This is the information, decisions, or outcomes from other *Tasks* that are expected to initiate or drive subsequent the response activity at this location.

**Jurisdictional Team:** The team of evaluators assigned to a jurisdiction to observe the exercise and collect data. As a team, they observe the exercise, prepare a jurisdictional timeline, and develop a jurisdictional report.

**Outcome:** (See *Expected Outcome*)

**Performance Evaluation Guide (PEG):** This is a data collection and evaluation guide used by exercise observers. A PEG correlates to each *task* in the response at a particular location and identifies: the task title, the *Evaluated Component* or location where the observation is to occur, *Inputs*, *Conditions*, *Steps*, and *Expected Outcomes*. Each PEG has a unique identification number. Following the exercise, the PEGs serve as the basis for the analysis and comparison of actual outcomes with expected outcomes.

**Performance Map:** This is a tabular depiction of the flow of *Tasks* in a *ROS* and their relationships. The tasks are arranged, by performance location, from top to bottom in the approximate chronological order in which they begin. Each block represents a task that corresponds with a *PEG*.

**Post-Exercise Analysis:** The process the evaluators use to determine what did and did not occur, and why. The analysis provides answers to the following questions: What happened?, What was supposed to happen?, Why was there a difference?, What was the impact?, and What should be learned and recommendations for corrections? The information used to conduct the analysis comes from evaluator observations, exercise documentation (evaluator notes, faxes, logs, data files, etc.), the jurisdictional timeline, and other information that becomes available at the evaluators' debriefing and subsequent meetings with the players or other evaluators.

**Protection ROS:** *This ROS includes all activities related to assuring protection of on- and off-post general and special populations through making appropriate PADs, using sirens and other warning methods, disseminating warning messages, providing access control and security, and providing screening and decontamination.*

**Response Operating System:** The flow of a set of related tasks and decisions that leads to a desired outcome and consequence of the response. Six ROSs have been developed to characterize the complete response: (1) Emergency Assessment, (2) Accident Site Hazard Mitigation, (3) Emergency Management, (4) Protection, (5) Victim Care, and (6) Evacuee Support. Each ROS is displayed on a *Performance Map*.

**Response Operating System Analysis:** This portion of the Post-Exercise Analysis results in a picture of the community's ability to achieve the outcomes within each *ROS*.

**Step:** The specific actions performed or decisions made by responders that, in aggregate, produce the *Expected Outcomes* of the *Task*, given the *Inputs* and *Conditions*.

**Task:** A set of response actions performed by an individual responder or team at a specified location, e.g., the EOC or a specified field location, that begins with one or more *Inputs* and ends with one or more specified *Outputs*. A *PEG* has been prepared as the tool for observing and gathering data about each response task.

**Victim Care ROS:** This includes all activities related to treating on-post contaminated casualties at the accident site and depot, victim transport, treatment at off-post medical facilities, patient tracking, and handling and tracking disposition of human remains.

*This page not used.*