

EXERCISE PLAN

Vigilant Guard 08 Full Scale Exercise

June 12-19, 2008



This page intentionally left blank.

PREFACE

The *Vigilant Guard 08 (VG08)* is a full-scale exercise (FSE) that is being conducted on 12-19 June 2008 and is sponsored by *National Guard Bureau and Nevada Division of Emergency Management*. This Exercise Plan (ExPlan) was produced with input, advice, and assistance from the VG08 Planning Team, which followed the guidance set forth in the Federal Emergency Management Agency (FEMA) Homeland Security Exercise and Evaluation Program (HSEEP).

The purpose for publishing the ExPlan is to provide exercise participants with a general overview of the exercise. Information is limited in scope to prevent release of exercise planning details that could affect exercise player participation. The ExPlan gives officials, observers, media personnel, and participants from participating organizations the information necessary to observe or participate in a natural disaster earthquake exercise focusing on participants' emergency response plans, policies, and procedures. The information in this document is current as of the date of publication, June 3, 2008 and is subject to change as dictated by the VG08 Planning Team.

The civilian element of VG08 is an *unclassified exercise*. The control of information is based more on sensitivity regarding the nature of the exercise than on the actual exercise content. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but participants may view other materials deemed necessary to their performance. The ExPlan may be viewed by all exercise participants, *but the Controller and Evaluator (C/E) Handbook is a restricted document intended for controllers and evaluators only*.

All exercise participants should use appropriate guidelines to ensure the proper control of information within their areas of expertise and to protect this material in accordance with current jurisdictional directives. Public release of exercise materials to third parties is at the discretion of the VG08 Planning Team.

This page intentionally left blank.

HANDLING INSTRUCTIONS

1. The title of this document is *Vigilant Guard 08 (VG08) Exercise Plan (ExPlan)*.
2. The information gathered in this ExPlan is *For Official Use Only (FOUO)* and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from the *National Guard Bureau* and *Nevada Division of Emergency Management* is prohibited.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.
4. For more information, please consult the following points of contact (POCs) for the civil side of this exercise:

State POC

Herbert (Bud) Marshall
Exercise Training Officer
Nevada Department of Public Safety, Division of Emergency Management
2478 Fairview Dr.
Carson City, NV 89701
775-687-0389 (office)
bmarshall@dps.state.nv.us

Federal POC

Fred Wehrenberg
National Preparedness Division, U.S. Department of Homeland Security
FEMA Region IX
1111 Broadway, Suite 1200
Oakland, CA 94607
510-627-7020 (office)
510-316-7636 (cell)
fred.wehrenberg@dhs.gov

This page intentionally left blank.

CONTENTS

Preface	i
Handling Instructions	iii
Section 1—General Information.....	1-1
Introduction	
Exercise Summary.....	
Exercise Objectives.....	
Target Capabilities.....	
Exercise Scenario	
Section 2—Exercise Logistics	2-1
Exercise Tools.....	
Exercise Implementation.....	
Safety Requirements	
Accident Reporting And Real Emergencies	
Site Access	
Exercise Identification	
Communications Plan	
Section 3—Exercise Participation	3-1
Exercise Staff.....	
Exercise Organization.....	
Exercise Participants	
Participant Instructions	
Simulation Guidelines	
Briefings and Events	
Section 4—Evaluation and Post-Exercise Activities	4-1
Exercise Documentation	
Participant Hot Wash	
C/E Debriefing.....	
After Action Report	
After Action Conference and Improvement Plan	
Appendix A: Exercise Schedule of Activities.....	A-1
Appendix B: Exercise Site Maps.....	B-1
Appendix C: Exercise Weapons Policy.....	C-1
Appendix D: Acronyms.....	D-1
Appendix E: Communications Plan.....	E-1
Appendix F: Participant Evaluation Form.....	F-1

This page intentionally left blank.

SECTION 1: GENERAL INFORMATION

A. Introduction

The *VG08* is a full-scale exercise (FSE) designed to establish a learning environment for participants to exercise emergency response plans, policies, and procedures as they pertain to natural disaster earthquake. A FSE is a complex event that requires detailed planning. To conduct an effective exercise, subject matter experts (SMEs) and local representatives from numerous agencies have taken part in the planning process and will take part in exercise conduct and evaluation.

This ExPlan was produced at the direction of the *National Guard Bureau and Nevada Division of Emergency Management* with the input, advice, and assistance of the *VG08* planners. *VG08* is evidence of the growing public safety partnership between State and local jurisdictions for the response and recovery during a catastrophic natural disaster. The ExPlan provides exercise participants with a general overview of the exercise. Information is limited in scope to prevent release of exercise planning details that could affect exercise player participation.

B. Exercise Summary

The *VG08* is a full-scale exercise (FSE) scheduled for 12-19 June that involves a catastrophic earthquake scenario. *VG08* is designed to evaluate catastrophic earthquake response capabilities on the local and State levels. The exercise is a no-fault drill, meaning personnel are not evaluated based on their actions, but based on the effectiveness of the plan to support the response to the natural disaster catastrophic earthquake incident.

Vigilant Guard is a national program that began in 2005 through the National Guard training directorate. *VG08* will be the 11th Vigilant Guard exercise. Nevada's scenario includes both civilian emergency response agencies and National Guard units from Nevada, Arizona, California, Hawaii, Idaho, Utah, Washington State and Guam. In *VG08*, participating counties (i.e., Carson City, Churchill, Douglas, Lyon, Storey and Washoe) will be activating their Emergency Operating Centers (EOCs) to simulate coordination with State agencies during a catastrophic disaster. In addition, response operations and field play will be conducted in coordination with Nevada National Guard assets at numerous venues throughout the region.

In an actual emergency or disaster, the Governor of Nevada would order the Nevada National Guard to State Active Duty. Agreements with other nearby states would permit those National Guard units to assist in Nevada as necessary. *VG08* provides an excellent opportunity to evaluate command and control decision-making processes and build operational relationships between civilian and military partners.

Scope and Parameters

The scope of play for *VG08* requires responders in the field to perform actions associated with an initial response to a catastrophic earthquake incident. These actions include command and control, communications, victim rescue, triage and treatment, evacuation and mass care, hazard identification, site security and crowd control, monitoring for contamination, contamination control, and device recovery and packaging. It will also involve the interplay of the State of Nevada's EOC with the Nevada National Guard's Joint Operations Center (JOC).

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, hence, are assumed to be present before the start of the exercise. The following general assumptions apply to the *VG08*:

- The exercise will be conducted in a no-fault learning environment wherein systems and processes, not individuals, will be evaluated.
- Exercise simulation will be realistic and plausible, containing sufficient detail from which to respond.
- Exercise participants will react to the information and situations as they are presented, in the same manner as if this had been a real event.

Constructs and Constraints

Constructs are exercise devices designed to enhance or improve exercise realism. Alternatively, constraints are exercise limitations that may detract from exercise realism. Constraints may be the inadvertent result of a faulty construct or may pertain to financial and staffing issues. Although there are a number of constructs and constraints (also known as exercise artificialities) for any exercise, the *VG08* Planning Team recognizes and accepts the following as necessary:

- Exercise communication and coordination will be limited to the participating exercise venues and the Simulation Cell (SimCell).
- Only those communication methods listed in the Communication Directory will be available for participants to use during the exercise.
- The participating agencies may need to balance exercise play with real-world emergencies. It is understood that real-world emergencies will take priority.

C. Target Capabilities

The National Planning Scenarios (NPS) and the establishment of the National Preparedness Priorities have steered the focus of homeland security toward a capabilities-based planning approach. Capabilities-based planning focuses on planning under uncertainty, since the next danger or disaster cannot be forecasted with complete accuracy. Therefore, capabilities-based planning takes an all-hazards approach to planning and preparation which builds capabilities that can be applied to a wide variety of incidents. States and Urban Areas use capabilities-based planning to identify a baseline

assessment of their homeland security efforts by comparing their current capabilities against the Target Capabilities List (TCL) and the critical tasks of the Universal Task List (UTL). This approach identifies gaps in current capabilities and focuses efforts on identifying and developing priority capabilities and tasks for the jurisdiction. These priority capabilities are articulated in the jurisdiction's homeland security strategy and Multi-Year Training and Exercise Plan, of which this exercise is a component of. The capabilities listed below have been selected by the VG08 Planning Team from the priority capabilities identified in Nevada's Multi-Year Training and Exercise Plan. These four capabilities provide the foundation for development of the exercise objectives and scenario, as the purpose of this exercise is to measure and validate performance of these capabilities and the associated critical tasks.

- Emergency Operations Center Management
- Urban Search and Rescue
- Critical Resource Logistics and Distribution
- Damage Assessment

Organization	Activities	Target Capability
Carson City	<ul style="list-style-type: none"> • Emergency Operations Center (EOC) Activation • Regional Medical Center Activates Emergency Plan • EOC calls for Field Hospital • EOC Deactivates 	<ul style="list-style-type: none"> • Emergency Operations Center Management • Triage and Pre-Hospital Treatment
Churchill County	<ul style="list-style-type: none"> • EOC Activation • Communications Drill • Evacuation Drill • Mass Causality Drill • Search and Rescue Drill • Support Drill • Shelter Activation Drill • Animal Shelter • Food Distribution • Business Continuation 	<ul style="list-style-type: none"> • Emergency Operations Center Management • Communications • Urban Search & Rescue • Mass Care
Douglas County	<ul style="list-style-type: none"> • EOC Activation • Shelter and Mass Care • Victim Reception 	<ul style="list-style-type: none"> • Emergency Operations Center Management • Mass Care
Lyon County	<ul style="list-style-type: none"> • EOC Activation • Silver City Evacuation 	<ul style="list-style-type: none"> • Emergency Operations Center Management
Storey County	<ul style="list-style-type: none"> • EOC Activation • Hazardous Materials Incident • Damage Assessment • Victim Triage 	<ul style="list-style-type: none"> • Emergency Operations Center Management • Weapons of Mass Destruction (WMD)/Hazardous Materials Response and Decontamination • Structural Damage and Mitigation Assessment • Triage and Pre-Hospital Treatment

Organization	Activities	Target Capability
Washoe County	<ul style="list-style-type: none"> • Incline Search & Rescue rubble pile • Hospital Drill • Communications Exercise (COMEX) • Regional Notification Drill • Dam failure exercise • Alternate EOC Tabletop (TTX) • EOC Recovery TTX 	<ul style="list-style-type: none"> • Emergency Operations Center Management • Triage and Pre-Hospital Treatment • Emergency Public Information and Warning • Structural Damage and Mitigation Assessment
State of Nevada DEM	<ul style="list-style-type: none"> • EOC Activation • Resource Allocation 	<ul style="list-style-type: none"> • Emergency Operations Center Management • Structural Damage and Mitigation Assessment • Urban Search & Rescue • Critical Resources Logistics & Distribution

D. Exercise Objectives

The VG08 Planning Team selected objectives that focus on evaluating emergency response procedures, identifying areas for improvement, and achieving a collaborative response. The civil side of this exercise will focus on the following four objectives:

1. Demonstrate State and county Emergency Operation Centers (EOCs) coordination.
2. Validate resource management capabilities.
3. Demonstrate appropriate search and rescue (SAR) capabilities.
4. Demonstrate damage assessment capabilities.

E. Exercise Scenario

Variables are used for the development of the scenario and the overall structuring of the exercise. Scenario tools are used to initiate and stimulate the exercise play and inject scenario events. These include a Master Scenario Events List (MSEL) that outlines benchmarks or actions anticipated during the exercise. Part of the MSEL may include scripted messages to be introduced into exercise play. A message summary timeline is also available for use by controllers or evaluators. The MSEL has been developed to ensure continuous play during stated exercise hours.

The scenario entails a simulated catastrophic 7.1 earthquake along the Carson Range Fault System in Western Nevada that will affect Washoe, Storey, Douglas, Churchill, and Lyon counties as well as Carson City. VG08 will address policy and strategic issues that mobilize response systems and resources, require participants to make difficult decisions, carry out essential functions, and challenge their ability to maintain a common operating picture during a natural disaster. Thousands of Federal, State, and local officials will engage in various activities as part of a robust, full-scale simulated response to a multi-faceted emergency.

SECTION 2: EXERCISE LOGISTICS

A. Exercise Tools

Controller and Evaluator Handbook

The VG08 Controller and Evaluator (C/E) Handbook is designed to help exercise controllers and evaluators conduct and evaluate an effective exercise. This handbook also enables controllers and evaluators to understand their roles and responsibilities in exercise execution and evaluation. Should a participant, observer, or media representative find an unattended handbook, it should be provided to the nearest controller or evaluator.

Master Scenario Events List

The MSEL outlines benchmarks, as well as injects that drive exercise play. It also details realistic input to the exercise participants as well as information expected to emanate from simulated organizations (i.e., those nonparticipating organizations, agencies, and individuals who would usually respond to the situation). A MSEL item will include several items of information, such as designated scenario time, intended recipient, responsible controller; inject type, a short description of the event, and the expected participant action. There are three types of events that comprise a MSEL:

Contextual Injects—Injects created in advance of the exercise to simulate actions and prompt participants to implement the plans or procedures being validated. These injects are introduced to participant by controllers or simulators and help to build the operating environment for the exercise.

Expected Action Events—Entries that serve as placeholders in the MSEL timeline and notify the Controller of when an expected action would typically take place.

Contingency Injects – Injects that are created in advance or during the exercise if participants are not performing the actions needed to sustain exercise play. This ensures that play moves forward, as needed, to adequately test performance of activities to meet the exercise objectives.

B. Exercise Implementation

Exercise Play

Exercise play will begin according to the exercise schedule in Appendix A with a situation update going to each participating venue. Play will proceed according to the events outlined in the MSEL, in accordance with established plans and procedures. The exercise will conclude upon the completion of operations and attainment of the exercise objectives, as determined by the Exercise Director. The exercise is expected to end at 1500 on June 19, 2008.

Exercise Rules

The following are the general rules that govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise participants will comply with real-world response procedures, unless otherwise directed by control staff.
- All communications (written, radio, telephone, etc.) made during the exercise will begin and end with the phrase, ***“This is an exercise.”***
- Exercise participants placing telephone calls or initiating radio communication with the Simulation Cell (SimCell) must identify the organization, agency, office, and/or individual with whom they wish to speak.

C. Safety Requirements

General Safety

Exercise participant safety takes priority over exercise events. Although the organizations involved in the VG08 come from various response agencies, they share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. In addition, aspects of an emergency response are dangerous. Professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible. This safety plan DOES NOT supplant any organization’s specific safety and health plan but is intended to clarify, advise on, and tie together the numerous safety processes and potential hazards that may be encountered throughout the exercise period. The following general requirements apply to the exercise:

- An exercise Safety Controller will be identified and be responsible for participant safety.
- All exercise controllers, evaluators, and staff will serve as safety observers while the exercise activities are underway. Any safety concerns must be immediately reported to the Safety Controller.
- Participants will be responsible for their own and each other’s safety during the exercise. It is the responsibility of all persons associated with the exercise to stop play if, in their opinion, a real safety problem exists. Once the problem is corrected, exercise play can be restarted.
- All organizations will comply with their respective environmental, health, and safety plans and procedures, as well as the appropriate Federal, State, and local environmental health and safety regulations.
- Any participant, controller, or evaluator may stop the exercise for a safety violation at any time. The key phrase on all communications systems to stop the exercise for a safety situation is “REAL WORLD EMERGENCY.” The individual stopping the exercise for a safety stoppage should immediately contact exercise command or the nearest controller or evaluator and explain the problem.
- A “REAL WORLD EMERGENCY” order shall be issued until the safety of that individual(s) is confirmed.

- A “REAL WORLD EMERGENCY” order shall be issued if any severe weather warning that immediately threatens the exercise area is issued by the National Weather Service, or if severe weather is spotted by exercise participants.

“Everyone is a Safety Observer.”

There can never be enough personnel dedicated to the awareness of safety hazards. Most injuries occur because participants become engrossed in the intricacies of the task at hand and lose perspective of the overall situation and site picture.

In this exercise, “Everyone is a Safety Observer.” In other words, a key role for everyone throughout the exercise, regardless of position (participant, support, data collector, controller, evaluator, etc.), is to be constantly on guard for hazards, conditions, or activities that may cause injury or illness. This is a responsibility for all participants even if it is outside one’s normal scope or area of responsibility. If an unsafe activity or condition is detected, immediately notify the nearest controller or evaluator or the Exercise Director so the hazard can be corrected or mitigated.

Field Activities

Persons performing field activities should be constantly aware of potential hazards. Hazards include slips, trips, and falls; being struck or crushed by moving equipment; weather-related injuries, such as sunburn; and animal- and plant-related injuries.

Individuals should be particularly aware of sun or rain conditions and wear appropriate sunscreens, insect repellants, and long-sleeve shirts, trousers, and proper footwear, if needed. Persons need to be aware of possible dehydration; everyone should drink plenty of water while on the exercise location to avoid dehydration.

In addition, be aware of man-made hazards that may be encountered during exercise play (e.g., glass bottles, jagged metal, and bio-hazardous waste such as hypodermic needles and discarded personal hygiene products).

Safety briefings, tailgate meetings, etc., should be conducted prior to commencing any field activities to ensure all potential hazards have been identified, corrected, or eliminated.

Command Post Activities

Command Post activities are always hectic, confusing, and usually over-crowded – a great recipe for injury. Command Post personnel should be particularly vigilant of safety hazards, no matter how minor or incidental they may seem. It is everyone’s responsibility to know the location of the emergency exits, fire extinguishers, first aid kits, automatic external defibrillators (AED), etc.

Operational Risk Management

Whether part of exercise play or not, operational risk management should be employed at every point during decision-making. Prior to making operational assignments, part of the decision-making process should always focus on the following questions:

- What are the potential hazards?
- Have these occurred before?
- What is the probability of these occurring?
- Can we change our approach to eliminate the potential hazards?
- If we cannot eliminate the hazards, how can we reduce their probability or severity?

Personal Protective Equipment

Personal Protection Equipment (PPE) needs (e.g., hard hats, safety glasses, safety shoes, reflective vests) are governed by the safety requirements of the venue where activities are taking place. Specific PPE requirements for exercise venues will be determined by each venue's safety officer.

Transportation and Driving Safety

Participants should allow for plenty of time to arrive at play locations. Remember, this is an exercise; being in a vehicle accident while trying hurriedly to reach the Command Post or field location may impact the overall success of the exercise. Use caution. If delayed, notify the Control Cell or activity supervisor rather than hurrying recklessly.

Fatigue

Due to the extended hours of the exercise, fatigue may become an issue, especially if one is driving. Everyone should use the buddy system to look out for fellow participants. If someone appears too tired to drive, offer to help make alternate arrangements. Prior to and during the exercise period, participants are highly encouraged to get extra rest, eat sensibly, and avoid alcohol intake.

Medical Plan

Participants must have their medical insurance cards with them throughout the exercise. In case of more serious injuries or illnesses, the following hospital facilities are available:

County	Hospital Name	Street Address	Telephone #
Carson City	Carson-Tahoe Regional Medical Center	1600 Medical Parkway Carson City, NV 89703	(775) 445-8000
Churchill	Banner Churchill Community Hospital	801 East Williams Fallon, NV 89406	(775) 423-3151
Douglas	Carson Valley Medical Center	1107 Hwy. 395 South Gardnerville, NV 89410	(775) 782-1500
Lyon	South Lyon Medical Center	213 Whitacre Street Yerington, NV 89447	(775) 463-2301
Washoe	Incline Village Community Hospital	880 Alder Avenue Incline Village, NV	(775) 833-4100

County	Hospital Name	Street Address	Telephone #
		89451	
Washoe	Northern Nevada Medical Center	2375 E. Prater Way Sparks, NV 89434	(775) 331-7000
Washoe	Renown Regional Medical Center	780 Kuenzli St. Reno, NV 89502	(775) 982-5860
Washoe	Tahoe Pacific Hospital	10405 Double R Blvd Reno, NV 89521	(775) 355-5970
Washoe	West Hills Hospital	1240 East Ninth St. Reno, Nevada 89520	(775) 323-0478
Washoe	Willow Springs Residential Treatment Center	690 Edison Way Reno, NV 89502	(775) 858-3303

Electrical and Generating Device Hazards

All electrical and generating devices will be clearly marked to prevent inadvertent contact. All generating devices will be located in areas where exhaust gases will not pose any potential for exposure to exercise participants (i.e., located away from buildings to prevent the buildup of carbon monoxide inside).

Fire Safety

The local fire department will be notified and should provide support in case of fire. The following are fire safety requirements for the VG08:

- Firefighting equipment will be readily available and in close proximity.
- Particular care will be given to ensure no VG08 operations cause unintentional fires.
- Resupply fuels (e.g., gasoline, kerosene, and diesel fuel) will be stored in approved containers, clearly labeled for content, and stored away from combustible materials. These fuels will not be stored within 50 feet of an ignition source (e.g., open flames, electrical or gas-operated equipment). “No Smoking” signs will be posted near the storage area. Fire extinguishers and other safety equipment will be stored close to the storage area, but not with the containers. Fuels will be handled using safe handling methods

D. Accident Reporting and Real Emergencies

Injuries and Emergencies

- For emergency services: **Dial 911.** (Depending on facilities, a dialing prefix may be required. This information will be in the Appendix E.)
- Any actual injury/emergency will also be reported to Exercise Control.
- Any “near miss” type injuries or accidents should be reported to your immediate supervisor, who will forward the details of the incident to Exercise Control.

Real versus Simulated Emergencies

During the exercise there may be “simulated” injuries or safety events injected to drive

the scenario. These can sometimes be confusing when relayed, especially over open communications pathways such as radios. Injects should always proceed with the statement “***This is an exercise.***” For an emergency that requires assistance, the phrase will be “***Real World Emergency.***” The following procedures should be used in case of a real emergency during the exercise:

- Anyone observing a participant who is seriously ill or injured will first advise the nearest controller, then if possible, render aid, provided the aid does not exceed his or her training.
- The controller who is made aware of a real emergency will initiate the broadcast “***Real-World Emergency***” on the controller radio network, providing the following information to the Senior Controller and Exercise Director:
 - Venue/function
 - Location within the venue/function
 - Condition
 - Requirements
- The Exercise Control Cell will be notified as soon as possible if a real emergency occurs.
- If the nature of the emergency requires a suspension of the exercise at the venue/function, all exercise activities at that facility will immediately cease. Exercise play may resume at that venue/function once the “***Real World Emergency***” situation has been addressed.
- Exercise play at other venue/functions should not cease if one venue/function has declared a “***Real World Emergency***” unless they are reliant on the affected venue.
- If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the Exercise Director and Senior Controller. The notification will be made from the Control Cell.

Note: Be aware that in certain facilities, it may be necessary to dial an access number, such as 8 or 9, before being able to call 911. This information will be in Appendix E.

E. Site Access

Check-in and Registration Procedures

Participants must register during the Participant Briefing on June 11, 2008. You will also receive a name badge during this registration that you will wear during the exercise, unless you will be wearing a uniform with your name clearly visible.

Security

Each venue is responsible for securing the sites of play. The State Emergency Operations Center and National Guard will control entry to the State exercise venue and the Control and SimCell. To prevent confusion and interruption of the exercise, access to the exercise sites and the SimCell will be limited to exercise participants only. Participants should advise their venue’s controller or evaluator if an unauthorized person is present.

Each organization should follow its internal security procedures, augmented as necessary to comply with exercise requirements.

Observer Coordination

Each organization with observers will coordinate with the *National Guard Bureau and Nevada Division of Emergency Management* for access to the exercise site. Observers will be escorted to an observation area for orientation and conduct of the exercise. All observers will be asked to remain within the designated observation area during the exercise. *National Guard Bureau and Nevada Division of Emergency Management* representatives and/or the Observer Controller will be present to explain the exercise program and answer questions for the observers during the exercise.

Parking and Directions

Parking information and directions to each venue area are available from *National Guard Bureau and Nevada Division of Emergency Management*. For further information regarding exercise location maps and directions, please refer to the Appendix B: Exercise Site Maps and Directions.

Refreshments and Restroom Facilities

Refreshments and potable water will be provided for all exercise participants throughout the exercise. Restroom facilities will be available at each venue.

F. Exercise Identification

Identification badges will be issued to exercise staff. All exercise personnel and observers will be identified by agency uniforms or identification badges distributed by the exercise staff. The chart below describes identification items.

Group	Badge Color
Exercise Director	WHITE
Exercise Staff/Support Staff	GRAY
Controllers	GREEN VEST
Evaluators	RED VEST
Actors	LIGHT BLUE (STRIPE)
Observers/VIPs	BLUE
Media Personnel	YELLOW
Simulator	BLACK
Safety Officer	ORANGE

G. Communications Plan

Exercise Start, Suspension, and Termination Instructions

The exercise is scheduled to run for 8 days or until the Exercise Director and Senior Controller determine that the exercise objectives have been met. From the SimCell, the

Exercise Director will announce the start of the exercise and exercise suspension or termination through the Controller Communication Network.

All spoken and written communication will start and end with the statement, “THIS IS AN EXERCISE.”

Participant Communication

Participants will use routine, in-place agency communication systems. Additional communication assets may be made available as the exercise progresses. The need to maintain capability for a real-world response may preclude the use of certain communication channels or systems that would usually be available for an actual emergency incident. **In no instance will exercise communication interfere with real-world emergency communications.** Each venue will coordinate its own internal communication networks and channels.

The primary means of communication among the SimCell, controllers, and the venues will be telephone. A list of key telephone and fax numbers, and radio call signs will be available as a Communication Directory before the start of the exercise.

Communications Check

Before the start of the exercise, the SimCell will conduct a communications check with all interfacing communication means to ensure redundancy and uninterrupted flow of control information.

Participant Briefing

Controllers may be required to read specific scenario details to the participants to begin exercise play. They may also have technical handouts or other materials to give to participants in order to better orient them to the exercise environment.

External Affairs

This exercise enables participants to demonstrate an increased readiness to deal with a catastrophic earthquake disaster incident. Any public safety exercise may be a newsworthy event. Special attention must be given to the needs of the media, allowing them to get as complete and accurate a story as possible while ensuring their activities do not compromise the exercise realism, safety, or objectives.

National Guard Bureau and Nevada Division of Emergency Management and participating agencies are responsible for disseminating public information in advance of VG08. *National Guard Bureau and Nevada Division of Emergency Management* will coordinate this function, including a press conference on the first day of the exercise.

SECTION 3: EXERCISE PARTICIPATION

A. Exercise Staff

- **Exercise Director.** The Exercise Director is the individual in charge of the overall exercise activity and is the final decision-making authority on exercise developments and actions. The Exercise Director makes the decision regarding the starting and ending of the exercise, or if the exercise needs to be suspended for any reason. The Director also who serves as the overall lead for the conduct of the exercise and ensures that control, evaluation, and simulation activities are carried out appropriately and is in charge of all activities and personnel, and ensures that the exercise proceeds smoothly and according to the scenario.
- **Senior Controller.** The Senior Controller is responsible for the overall organization of the exercise. The Senior Controller monitors exercise progress and coordinates decisions regarding deviations or significant changes to the scenario caused by unexpected developments during play. The Senior Controller monitors actions by individual controllers and ensures they implement all designated and modified actions at the appropriate time. The Senior Controller debriefs controllers and evaluators after the exercise and oversees the setup and takedown of the exercise.
- **Lead Controller.** The overall control of the exercise is the responsibility of the Exercise Director and Lead Controller at each site. Together, they manage a group of supporting controllers and evaluators at each incident site.
- **Controllers.** Controllers set up and operate the exercise site; plan and manage exercise play; and act in the roles of response individuals and agencies not playing in the exercise. Controllers direct the pace of exercise play and routinely include members from the Planning Team. They provide key data to participants and may prompt or initiate certain participant actions to ensure exercise continuity. Controllers are the only participants who will provide information or direction to the participants. Controllers may employ compressed time to ensure exercise continuity and completion. Any changes that impact the scenario or affect other areas of play must be coordinated through the Lead Controller, who will coordinate with the Exercise Director. All controllers will be accountable to the Lead Controller. A controller may also serve as an evaluator.
- **Evaluators.** Evaluators are chosen to evaluate and provide feedback on a designated functional area of the exercise. They are chosen based on their expertise in the functional area(s) they have been assigned to review during the exercise and their familiarity with local emergency response procedures. Evaluators assess and document participants' performance against established emergency plans and exercise evaluation criteria, in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) standards. Evaluators have a passive role in the exercise and only note the actions of participants; they do not interfere with the flow of the exercise.

- **SimCell Lead.** The SimCell Lead is responsible for coordinating with controllers and evaluators in the field; initiating simulated play during the exercise; resolving scenario problems; monitoring, coordinating and adjusting the pace of play (as necessary); and communicating with the entire exercise organization during conduct. Any addition or deletion of message injects should be approved by the SimCell Lead.
- **Simulators.** Simulators are control staff personnel who role-play as nonparticipating organizations or individuals. They most often operate out of the SimCell, but may occasionally have face-to-face contact with participants. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., as media reporters or next of kin) in accordance with instructions provided in the MSEL. All simulators are ultimately accountable to the Exercise Director and Senior Controller.
- **Actors.** Actors are exercise participants who act or simulate specific roles during exercise play. They are typically volunteers who have been recruited to play the role of victims or other bystanders.
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, and do not perform any control or evaluation functions. Observers will view the exercise from a designated observation area and will be asked to remain within the observation area during the exercise. VIPs are an example of an observer, but are frequently grouped separately. A dedicated group of exercise controllers should be assigned to manage these groups.
- **Media Personnel.** Some media personnel may be present as observers pending approval by the *National Guard Bureau and Nevada Division of Emergency Management* personnel and exercise support team members. Media interaction may also be simulated by the SimCell to enhance realism and meet related exercise objectives. A dedicated group of exercise controllers should be assigned to manage these groups.
- **Support Staff.** Exercise support staff includes individuals who are assigned administrative and logistical support tasks during the exercise (e.g., registration, catering).

B. Exercise Organization

- **Control Cell.** The Control Cell represents the nerve center for the entire exercise. While interacting with the controllers and evaluators on a regular basis, the Control Cell manages all aspects of exercise play, including communications, logistics support, exercise planning, scenario modifications, site safety, evaluation support, and external affairs coordination. All communications and exercise support for the controllers and evaluators go through the Control Cell. The Control Cell for this exercise is located adjacent to the SEOC in the Office of the Adjutant General (OTAG) Building at 2475 Fairview Drive, Carson City, NV.

- **SimCell.** The SimCell simulates activity for non-playing entities. The SimCell is also responsible for coordinating a variety of essential exercise support activities. SimCell operations receive participant information and, where applicable, direct the injection of selected core events during the exercise. The SimCell is composed of Simulators and exercise management personnel and operates throughout the duration of the exercise. The SimCell for this exercise is located adjacent to the SEOC in the OTAG Building at 2475 Fairview Drive, Carson City, NV.

C. Exercise Participants

The identified organizations are participants in the *VG08* exercise:

Federal	
Department of Homeland Security	FEMA Region IX
State	
Department of Agriculture	Department of Health & Human Services
Attorney General	Department of Information Technology
Department of Business & Industry	Nevada Department of Justice
Department of Conservation & Natural Resources	Department of Administration
Commission on Tourism	Nevada National Guard
Department of Transportation	Department of Public Safety
Local	
Carson City	Lyon County
Washoe County	Douglas County
Churchill County	Storey County
Industry	
Southwest Gas Company	Sierra Pacific Power Company
AT&T	Truckee Meadows Water District

Simulated Entities

In a real-world event, additional agencies to those listed above would be part of the response effort. For the purposes of this exercise, those agencies not participating will be simulated through the SimCell. Due to the construct of this multi-day exercise, on the days in which certain entities are not participating, they will be providing simulated information.

B. Participant Instructions

Before the Exercise

- Review the appropriate emergency plans, procedures, and exercise support documents.

- Be at the appropriate site at least 30 minutes before the start of the exercise. Wear appropriate uniform or identification badge.
- If you gain knowledge of the scenario before the exercise, notify a controller so that appropriate actions can be taken to ensure a valid evaluation.
- Read your ExPlan, which includes information on exercise safety.
- Please sign in at the appropriate registration location.

During the Exercise

- Respond to the exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers will only give you information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- Do not engage in personal conversations with controllers, evaluators, observers, or media personnel while the exercise is in progress. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate so, but report back with an answer at the earliest time possible.
- If you do not understand the scope of the exercise or if you are uncertain about an organization's or agency's participation in an exercise, ask a controller.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require the incorporation of unrealistic aspects. Note that every effort has been made by the trusted agents on the Planning Team to balance realism with safety and the creation of an effective learning and evaluation environment.
- All exercise communication will begin and end with the phrase “**This is an exercise.**” This is a precaution taken so anyone overhearing the conversation will not mistake the exercise play for a real-world emergency.
- When communicating with the SimCell, identify the organization, agency, office, and/or individual with which you want to speak.
- Verbalize out loud when taking an action. This will ensure that evaluators are made aware of critical actions as they occur.
- Maintain a log of your activities. Many times, this log may include documentation of activities missed by a controller or evaluator.

Following the Exercise

- At the end of the exercise at your facility, participate in the Hot Wash with the controllers and evaluators.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and effectiveness of the exercise. Please provide the completed form to a controller or evaluator.

- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the After Action Report (AAR).

C. Simulation Guidelines

Because the VG08 is of limited duration and scope, the physical description of what would fully occur at the incident sites and surrounding areas will be relayed to the participants by simulators or controllers.

If a real emergency occurs during the exercise, the exercise at your respective venue may be suspended or terminated at the discretion of the controller(s) at each venue. If a real emergency occurs, say “*Real-World Emergency*” and notify the nearest controller or evaluator.

D. Briefings and Events

Descriptions of the significant exercise events follow. Appendix A: Exercise Schedule of Activities provides an outline of the schedule for the information listed below.

Participant Briefing

Participants in the exercise must attend the Participant Briefing prior to participating in the exercise. Participants will understand the rules of the exercise, their roles and responsibilities, and the exercise communications plan. The Participant Briefing is scheduled on 11 June 1500-1630 at the Nevada State EOC, 2476 Fairview Drive, Carson City, NV.

Controller and Evaluator Briefing

A comprehensive C/E Briefing is to be held on 11 June, 2008 from 1300-1500 at the Nevada State EOC. Each controller and evaluator is required to attend the Controller and Evaluator Briefing to learn his or her assigned responsibilities, to get acquainted, and address in advance any issues that might arise during the exercise. Controllers and evaluators will be required to understand the exercise objectives and the evaluation criteria to determine whether the exercise met or did not meet the objectives. Controllers, evaluators and simulators will attend the same training to understand the exercise and scenario.

Simulator Training

The Simulator Training is mandatory for those exercise participants who are assigned to the SimCell. Simulators provide additional information (also known as “truth”) to the participants in order to keep exercise play moving. This training is scheduled for June 11, 2008 from 1300-1500 at the Nevada State EOC. Simulators, controllers, evaluators will attend the same training to understand the exercise and scenario. Simulators will separate for the second half of training to learn specific information and be trained on simulation.

Exercise Play

The exercise starts on 12 June at 0600. The exercise concludes at the direction of the Exercise Director and on the substantial completion of operations and attainment of the exercise objectives. The exercise for most state and local participants is expected to end

on 14 June at 1500. Other exercise activities will continue until 1500 on 19 June. A participant Hot Wash is scheduled at all exercise venues directly following the end of each day of the exercise. A formal debriefing for controllers and evaluators will be held on 16 June from 0900-1200.

The following are some exercise guidelines:

- Participants should check in during the Participant Briefing and receive a badge. Those who did not attend training will need to check in with the Lead Controller or Evaluator of that exercise prior to the start of the exercise.
- Pre-exercise injects may be provided, as needed, to selected organizations. These injects include information usually available to those organizations and necessary to properly inform participants responding to the incident.
- Exercise play cannot be halted for participant breaks or, where occurring, shift changes.

Participant Hot Wash

This block of time immediately following the end of the exercise play is provided to gather the first impressions of responders about exercise conduct and play. The participant Hot Wash is described in more detail in Section 4: Evaluation and Post-Exercise Activities.

Controller and Evaluator Debriefing

This debriefing is a forum for controllers and evaluators to review the exercise. The Controller and Evaluator Debriefing is described in more detail in Section 4: Evaluation and Post-Exercise Activities.

SECTION 4: EVALUATION AND POST-EXERCISE ACTIVITIES

A. Exercise Documentation

The goal of the *VG08* is to comprehensively exercise and evaluate Nevada's plans and capabilities as they pertain to a potential catastrophic earthquake disaster incident. After the exercise, data collected by controllers and evaluators, the SimCell, and participants will be used to identify strengths and areas for improvement in the context of the exercise design objectives.

Exercise Evaluation Guides

FEMA has developed Exercise Evaluation Guides (EEGs) that identify expected activities for evaluation, provide consistency across exercises, and link individual tasks to disciplines and expected outcomes.

The EEGs selected by the *VG08* trusted agents are contained in the evaluator materials packet along with the C/E Handbook. These EEGs have been selected because the activities they describe can be expected to be observed during the exercise and will guide evaluation to match the exercise design objectives. Supplemental evaluation material designed for the *VG08* may also be used.

B. Participant Hot Wash

Immediately following the completion of exercise play, controllers will facilitate a Hot Wash with participants from their assigned location. The Hot Wash is an opportunity for participants to voice their opinions on the exercise and their own performance. At this time, evaluators can also seek clarification on certain actions and what prompted participants to take them. The Hot Wash should not last more than 30 minutes. Evaluators should take notes during the Hot Wash and include these observations in their analysis.

C. Controller and Evaluator Debriefing

Controllers, evaluators, and selected exercise participants will attend a facilitated Controller and Evaluator Debriefing on 16 June at the State EOC. During the debriefing these individuals will discuss their observations of the exercise in an open environment to clarify actions taken during the exercise. Evaluators should take this opportunity to complete their EEGs for submission to the Lead Evaluator as well as begin the analysis process outlining the issues to be included in the AAR.

D. After Action Report

The AAR is the culmination of the *VG08*. It is a written report outlining the strengths and areas for improvement identified during the exercise. The AAR will include the timeline, executive summary, scenario description, mission outcomes, and capability analysis. The AAR will be drafted by a core group of individuals from the Planning Team.

E. After Action Conference and Improvement Plan

The improvement process represents the comprehensive, continuing preparedness effort of which the *VG08* is a part. The lessons learned and recommendations from the AAR will be incorporated into an Improvement Plan (IP).

After Action Conference

The After Action Conference is a forum for jurisdiction officials to hear the results of the evaluation analysis, validate the findings and recommendations in the draft AAR, and begin development of the IP.

Improvement Plan

The IP identifies how recommendations will be addressed, including what actions will be taken, who is responsible, and the timeline for completion. It is created by key stakeholders from the *VG08* participating agency officials during the After Action Conference.

APPENDIX A: EXERCISE SCHEDULE OF ACTIVITIES

Time	Personnel	Activity
11 June 2008		
1300 – 1500	Controllers, Evaluators, Simulators Exercise Planning Team	Controller and Evaluator Briefing and Training
1500 – 1630	Participants	Participant Briefing
12 June 2008		
0530	Controllers and Evaluators	Arrive & check in via conference call
0550	Participants (for early play)	Arrive and register, receive additional briefing information
0600	All	EARTHQUAKE OCCURS; STARTEX
TBD by venue	Field Participants	Report to STARTEX location
0800 (SEOC)	All SEOC Participants	Report to STARTEX location
1600 (SEOC)	All (SEOC)	Daily ENDEX / PAUSEX
Immediately after ENDEX (1600-1630)	Controllers and Evaluators	Hot Wash with Participants
Immediately after Hot Wash (1630-1730)	Controllers and Evaluators	Daily Controller and Evaluator Debrief Conference Call
13 June 2008		
0630 (SEOC)	Controllers, Evaluators, and Simulators (SEOC)	Arrive & check in via conference call
0700 (SEOC)	Participants (SEOC)	Arrive and register
TBD by venue	Field Participants	Report to STARTEX location
ALL DAY	Participants (Field & EOCs)	Field Play & EOC Play
1600 (SEOC)	All (SEOC)	Daily ENDEX / PAUSEX
Immediately after ENDEX (1600-1630)	Controllers and Evaluators	Hot Wash with Participants
Immediately after Hot Wash (1630-1730)	Controllers and Evaluators	Daily Controller and Evaluator Debrief Conference Call
14 June 2008		
0730 (SEOC)	SEOC Controllers, Evaluators, and Simulators (SEOC)	Arrive & check in via conference call
0800 (SEOC)	Participants (SEOC)	Arrive and register
TBD by venue	Field Participants	Report to STARTEX location
ALL DAY	Participants (Field & EOCs)	Field Play & EOC Play
1500 (SEOC)	All (SEOC)	Daily ENDEX / PAUSEX
Immediately after ENDEX (1500-1530)	Controllers and Evaluators	Hot Wash with Participants

Time	Personnel	Activity
Immediately after Hot Wash (1530-1630)	Controllers and Evaluators	Daily Controller and Evaluator Debrief Conference Call
15 June 2008		
TBD by Site	Controllers and Evaluators	Arrive & check in via conference call
TBD by Site	Participants	Arrive and register
TBD by venue	Field Participants	Report to STARTEX location
ALL DAY	Field Play	
16 June 2008		
0900 – 1200	All Controllers, Evaluators, and Simulators	NVDEM Formal Debrief
19 June 2008		
0730 (SEOC)	SEOC Controllers, Evaluators, and Simulators (SEOC)	Arrive & check in via conference call
0800 (SEOC)	Participants (SEOC)	Arrive and register
TBD by venue	Field Participants	Report to STARTEX location
1500 (SEOC)	All (SEOC)	ENDEX (Per direction of Exercise Director once objectives have been met)
Immediately after ENDEX (1500-1530)	Controllers and Evaluators	Hot Wash with Participants
Immediately after Hot Wash (1530-1630)	Controllers and Evaluators	Daily Controller and Evaluator Debrief Conference Call

APPENDIX B: EXERCISE SITE MAPS

Exercise Venue Locations	
Facility/Scenario	Address/Location
EOC Locations	
Nevada State EOC	2476 Fairview Drive Carson City, Nevada
Carson City EOC	777 South Stewart St. Carson City, Nevada
Churchill County EOC (also UAS & ISR Field Drill)	155 North Taylor St. Fallon, Nevada
Lyon County EOC	Lyon County Office of Emergency Management 18 Highway 95A North Yerington, Nevada
Storey County EOC	165 North C Street Virginia City, NV
Washoe County EOC	5195 Spectrum Blvd. Reno, Nevada
Field Locations	
Carson City Mobile Field Hospital	Carson-Tahoe Regional Medical Center 1600 Medical Parkway Carson City, Nevada
Carson City Rubble Pile/Collapsed Building	Carson City Fire Station #2 2350 Graves Ave Carson City, Nevada Meeting location: Rubble Pile Site
Churchill County / City of Fallon Mass Casualty Drill	NAS Fallon Hangar 7 4755 Pasture Rd. NAS Fallon, Nevada Banner Churchill Community Hospital ER 801 East Williams Ave. Fallon, Nevada
FEMA Push Pack from NAS Fallon to Stead AFB	Pick-Up Location: NAS Fallon, Building 87 4755 Pasture Rd. Fallon, Nevada Drop-Off Location: Stead, NV Exact location TBD
Incline Village Building Collapse	Sierra Nevada College 800 College Blvd Incline Village, Nevada

Exercise Venue Locations	
Facility/Scenario	Address/Location
Silver City Evacuation (Lyon County)	Staging Site: Chocolate Nugget Candy Factory 56 Highway 341 Silver City, Nevada Evacuation Site: Dayton High School 335 Old Dayton Valley Rd. Dayton, Nevada
Virginia City EOC Activation and Medical Operations	Virginia City Fire Station 145 N St. Virginia City, Nevada
Wal-Mart Distribution Center Hazardous Material Release	Tahoe-Reno Industrial Complex 1525 USA Parkway McCarran, Nevada
Washoe County Regional Training Center Building Collapse	Washoe County Regional Training Center 5190 Spectrum Boulevard Reno, Nevada
Yerington MedEvac	South Lyon Medical Center 311 Surprise Ave. Yerington, Nevada

Figure B.1: Nevada SEOC

2476 Fairview Drive
Carson City, Nevada

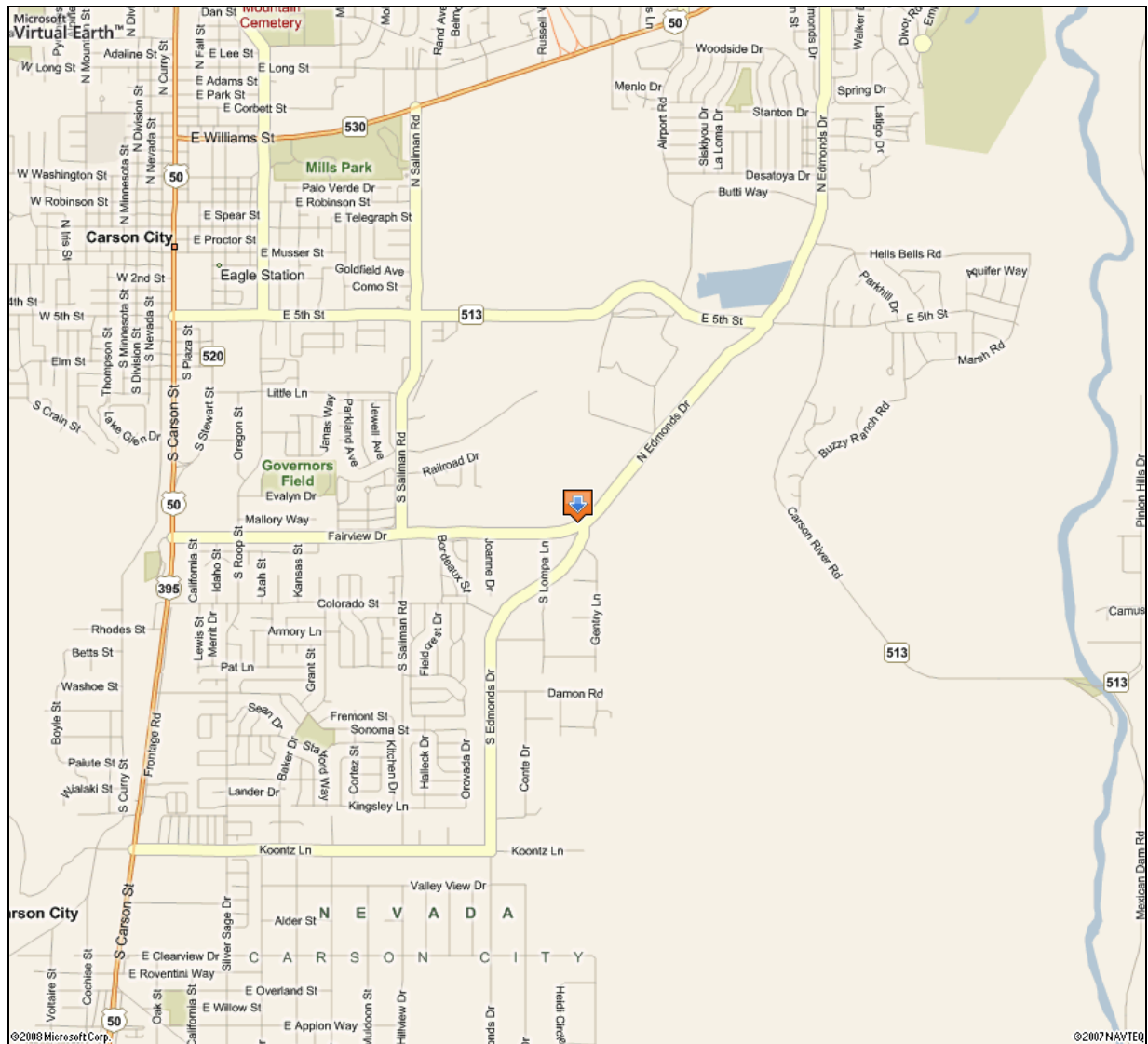


Figure B.2: Carson City EOC
 777 South Stewart St.
 Carson City, Nevada

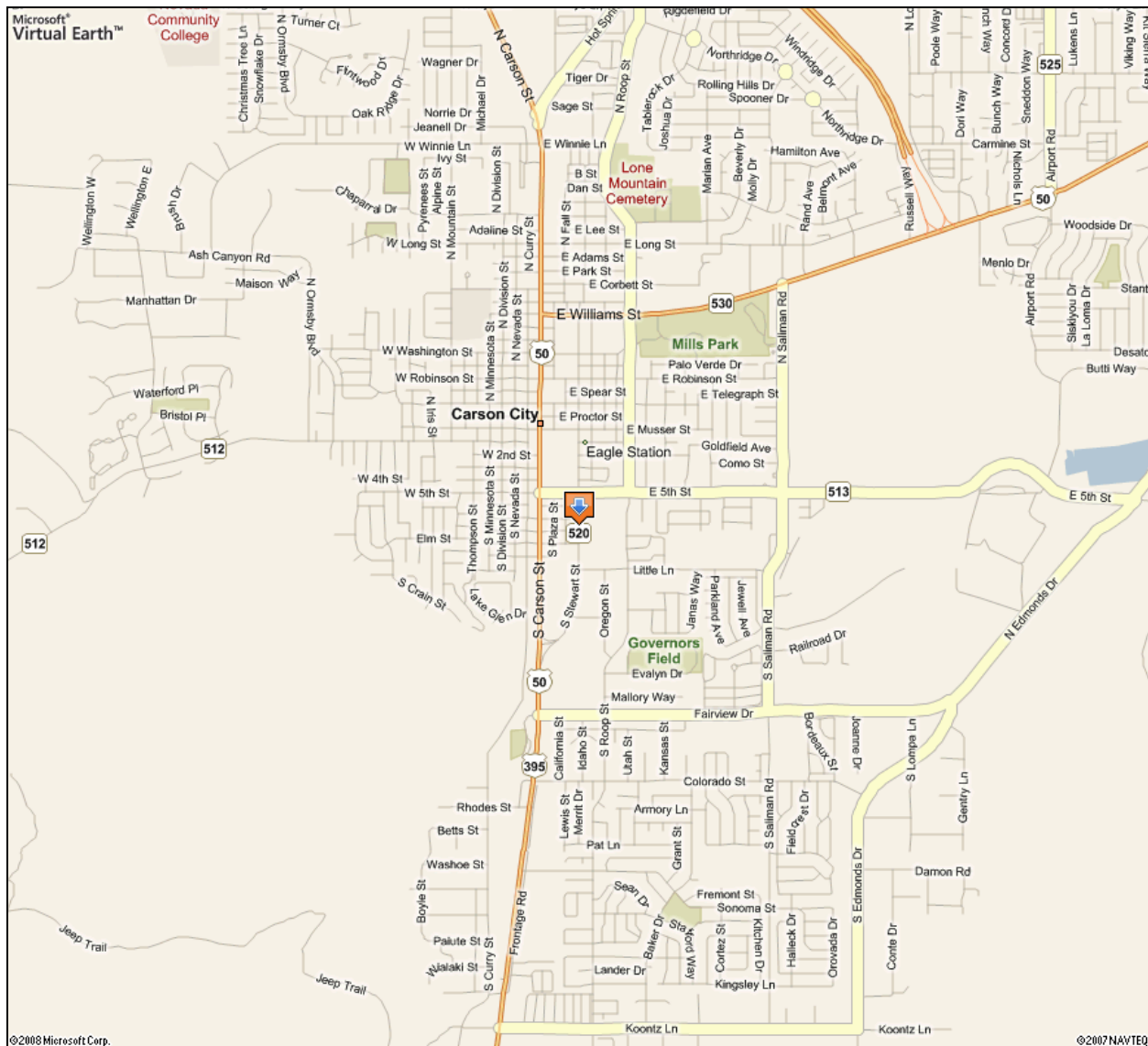


Figure B.3: Churchill County EOC

155 North Taylor St.
Fallon, Nevada

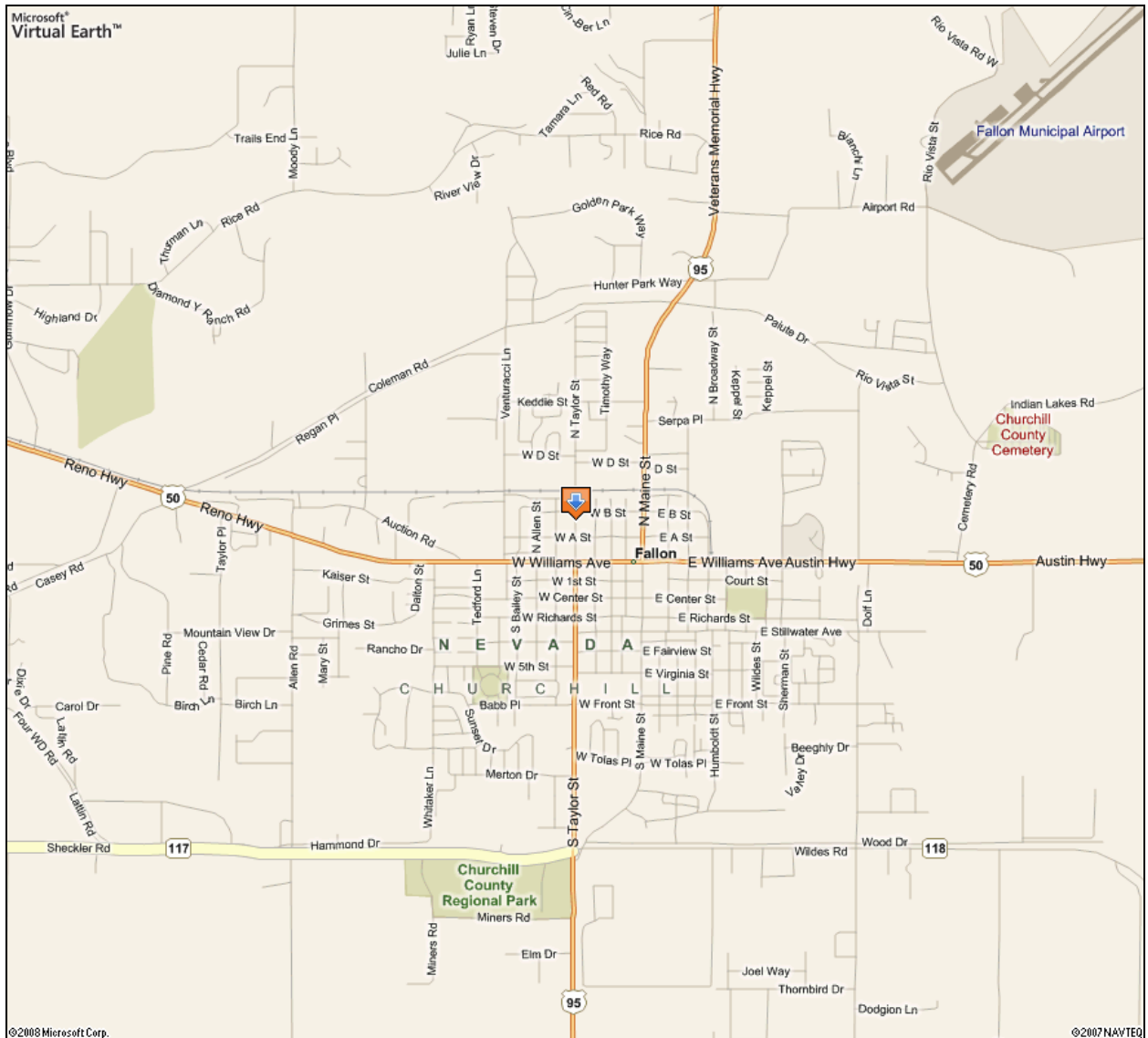


Figure B.4: Lyon County EOC

18 Highway 95A North,
Yerington, Nevada

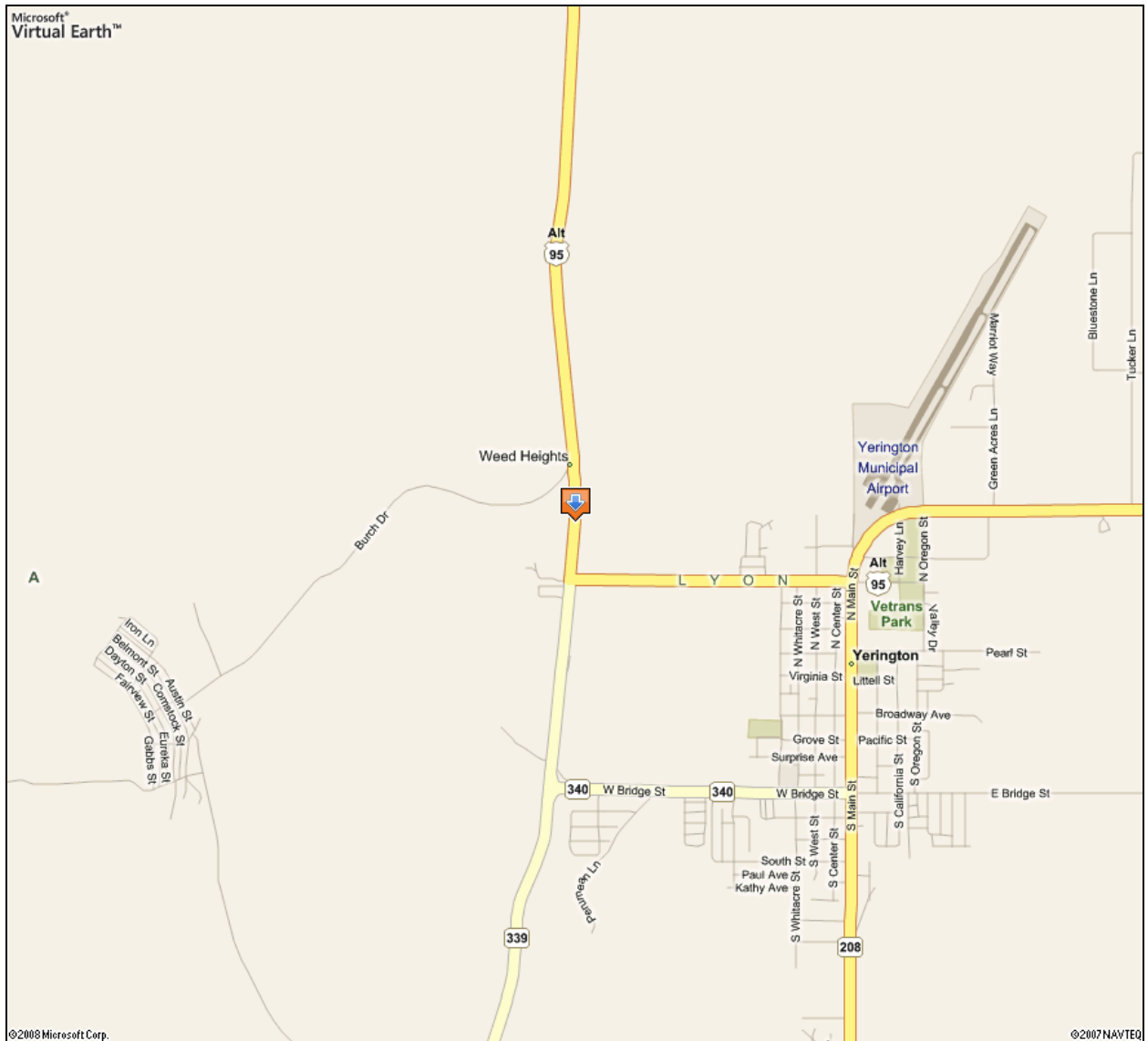


Figure B.5: Storey County EOC

165 North C Street
Virginia City, Nevada

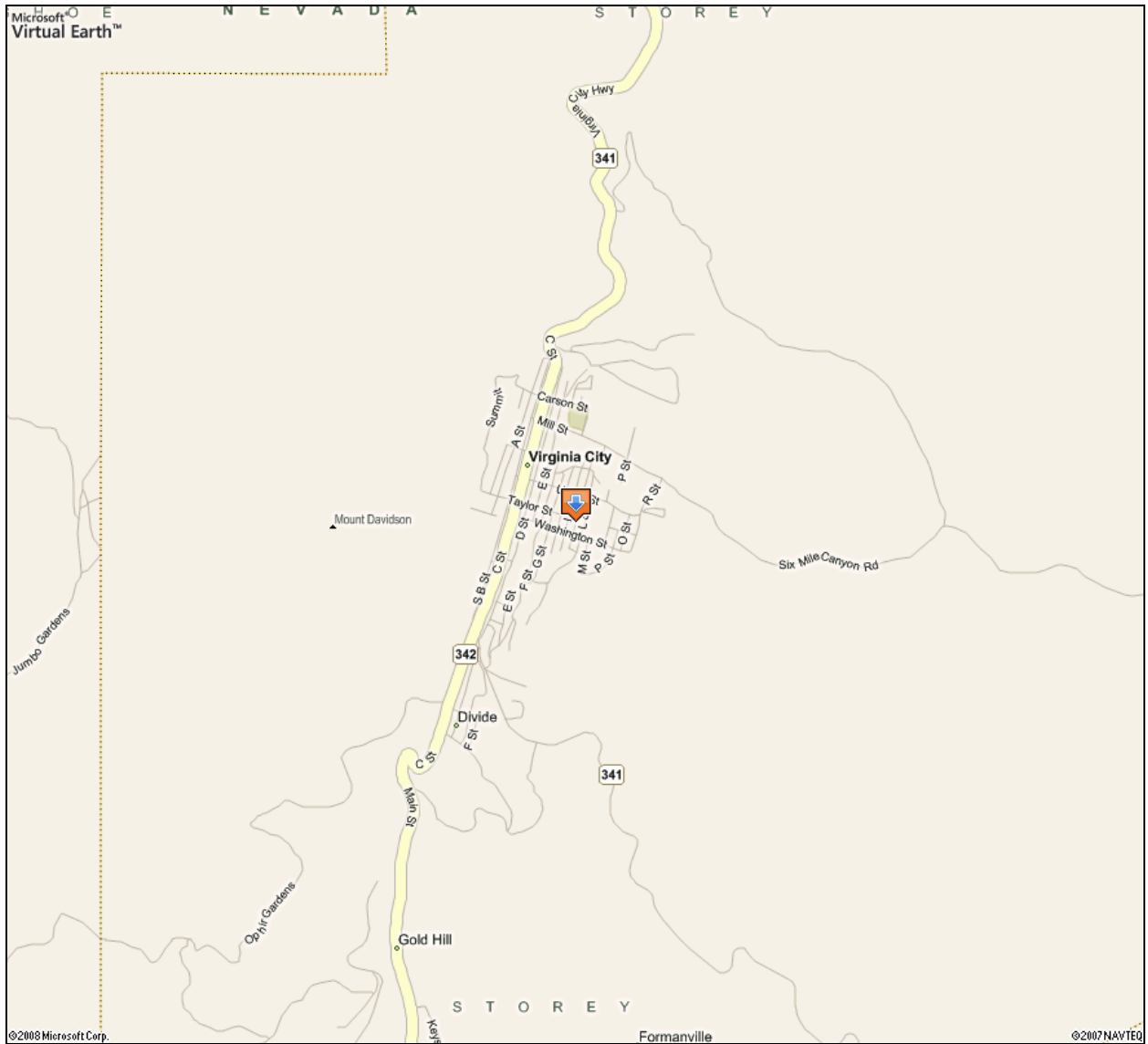


Figure B.6: Washoe County EOC

5195 Spectrum Blvd.

Reno, Nevada

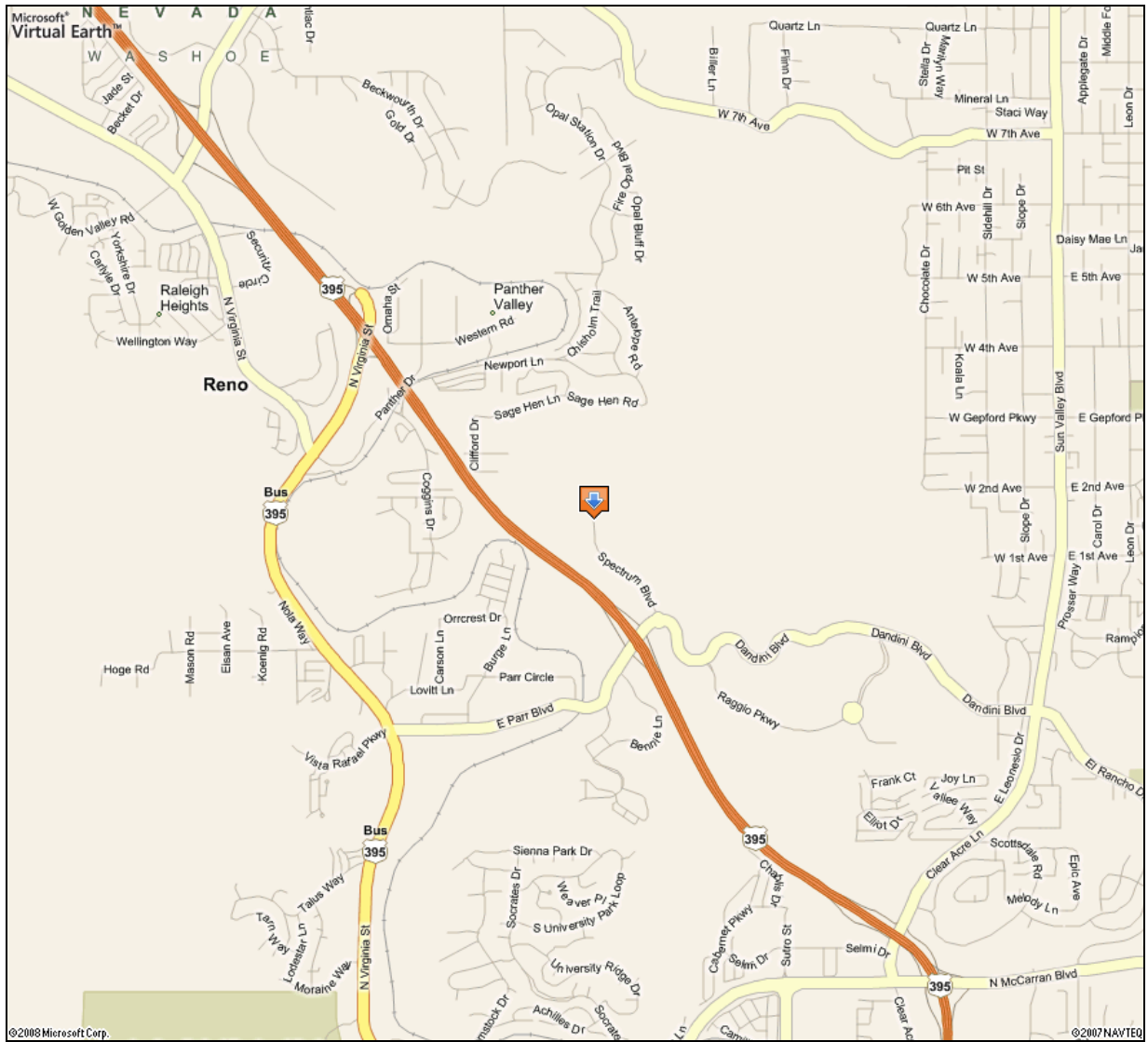


Figure B.7 Carson City Mobile Field Hospital

Carson-Tahoe Regional Medical Center
1600 Medical Parkway
Carson City, Nevada

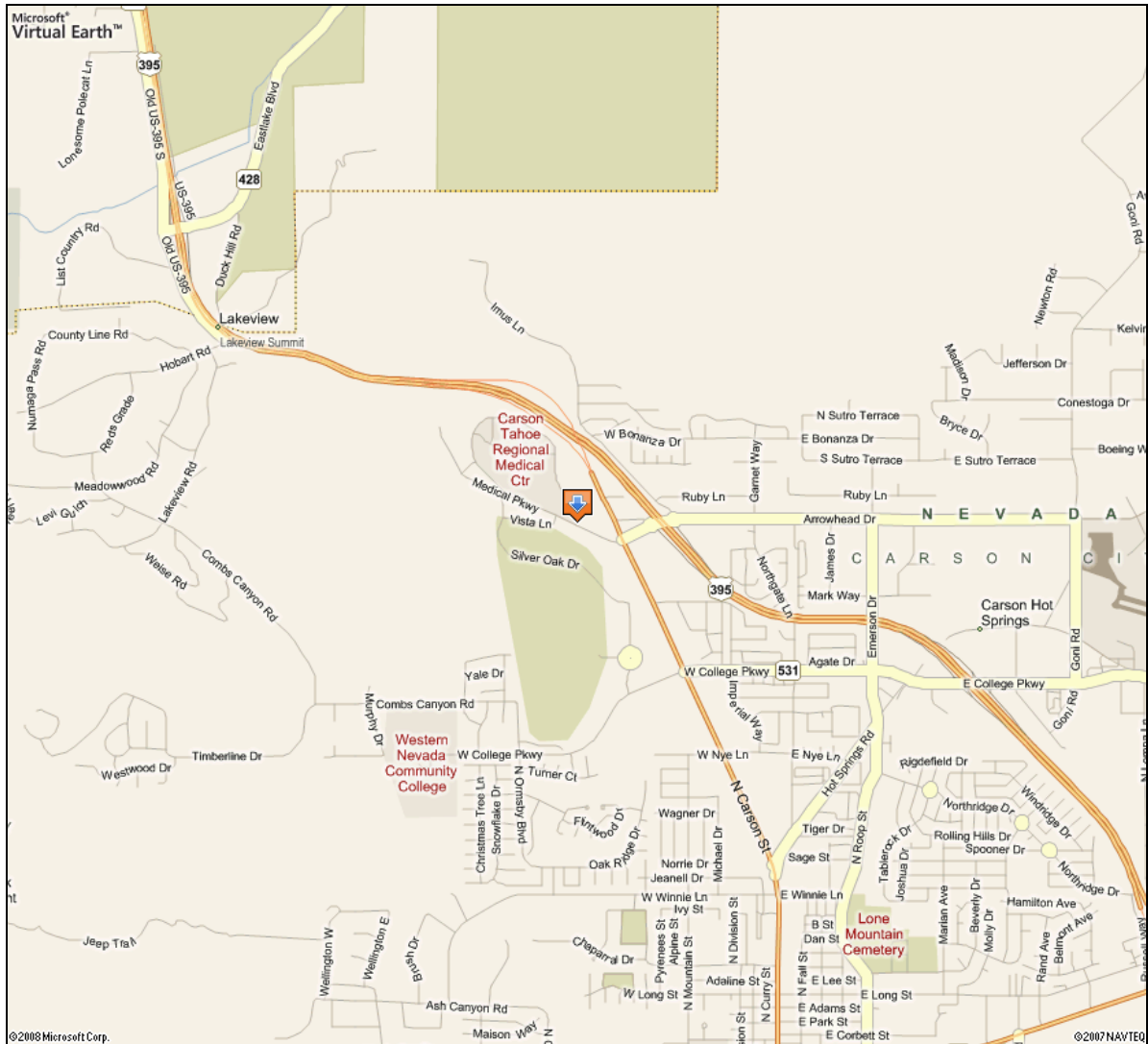


Figure B.8 Carson City Rubble Pile/Collapsed Building

Carson City Fire Station #2

2350 Graves Ave.

Carson City, Nevada

Meeting location: Rubble Pile Site

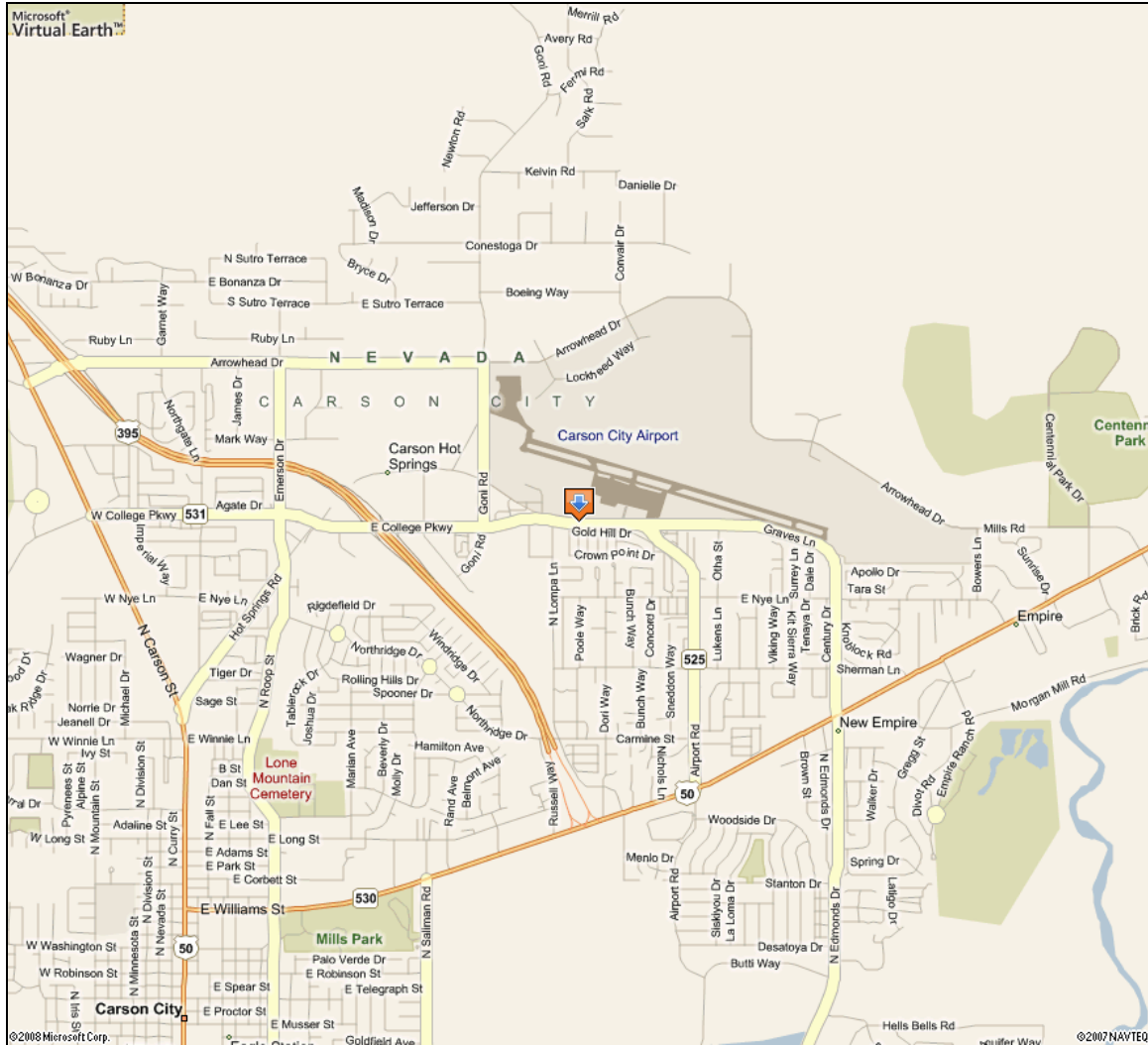
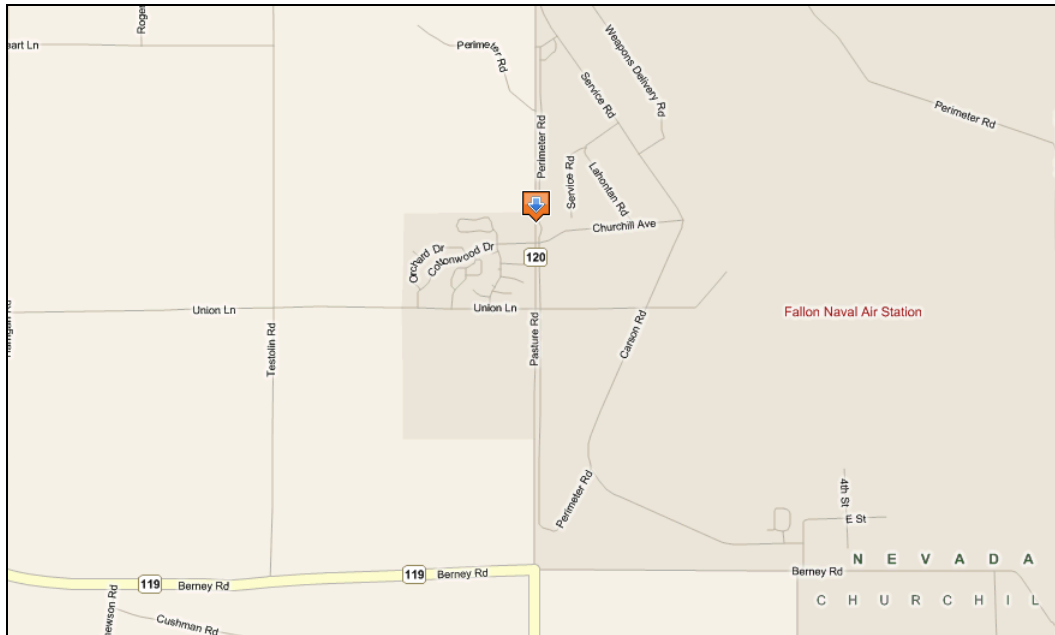


Figure B.9 Churchill County / City of Fallon Mass Casualty Drill

NAS Fallon Hangar 7
4755 Pasture Rd.
NAS Fallon, Nevada



Banner Churchill Community Hospital
801 East Williams Ave.
Fallon, Nevada

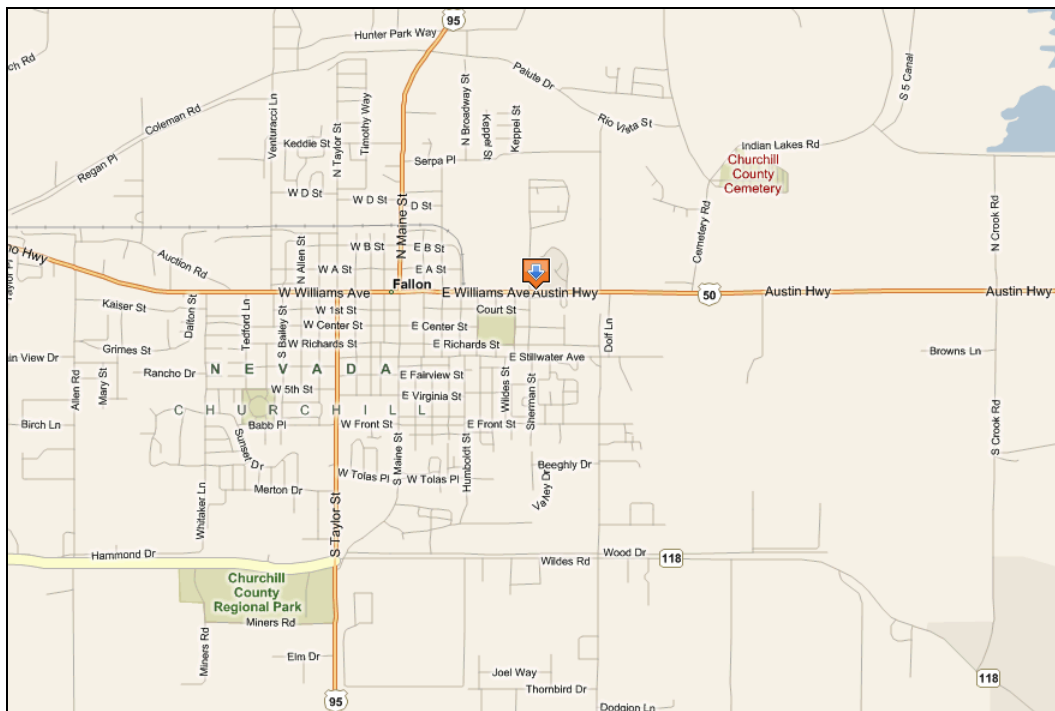
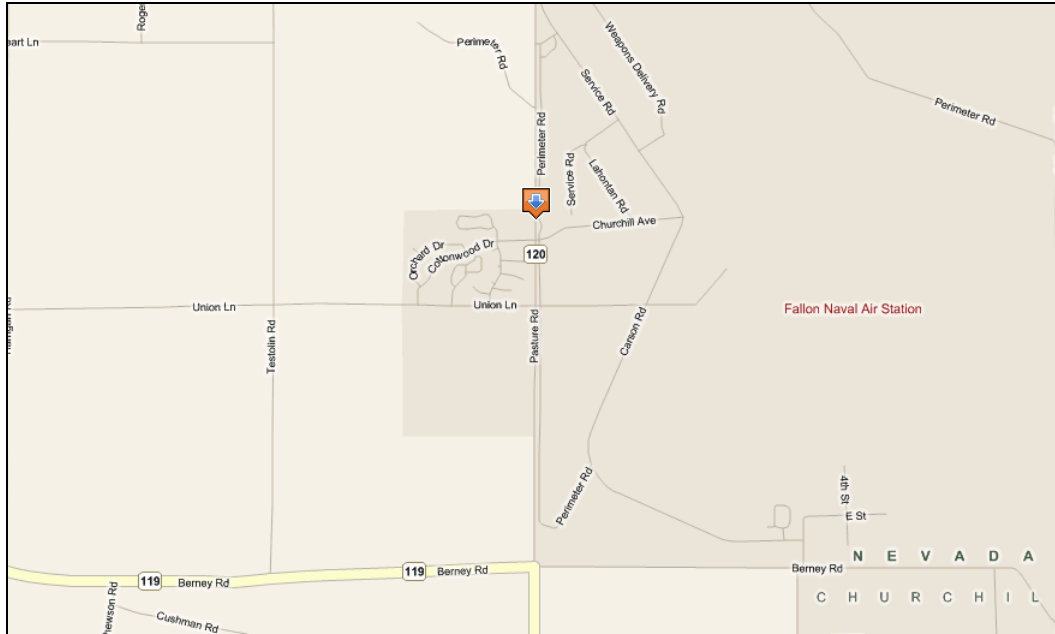


Figure B.10 FEMA Push Pack from NAS Fallon to Stead AFB

Pick-Up Location:
 NAS Fallon, Building 87
 4755 Pasture Rd.
 Fallon, Nevada



Drop-Off Location:
 Stead, Nevada
 Exact location TBD

Figure B.11 Incline Village Building Collapse

Sierra Nevada College
800 College Dr.
Incline Village, Nevada

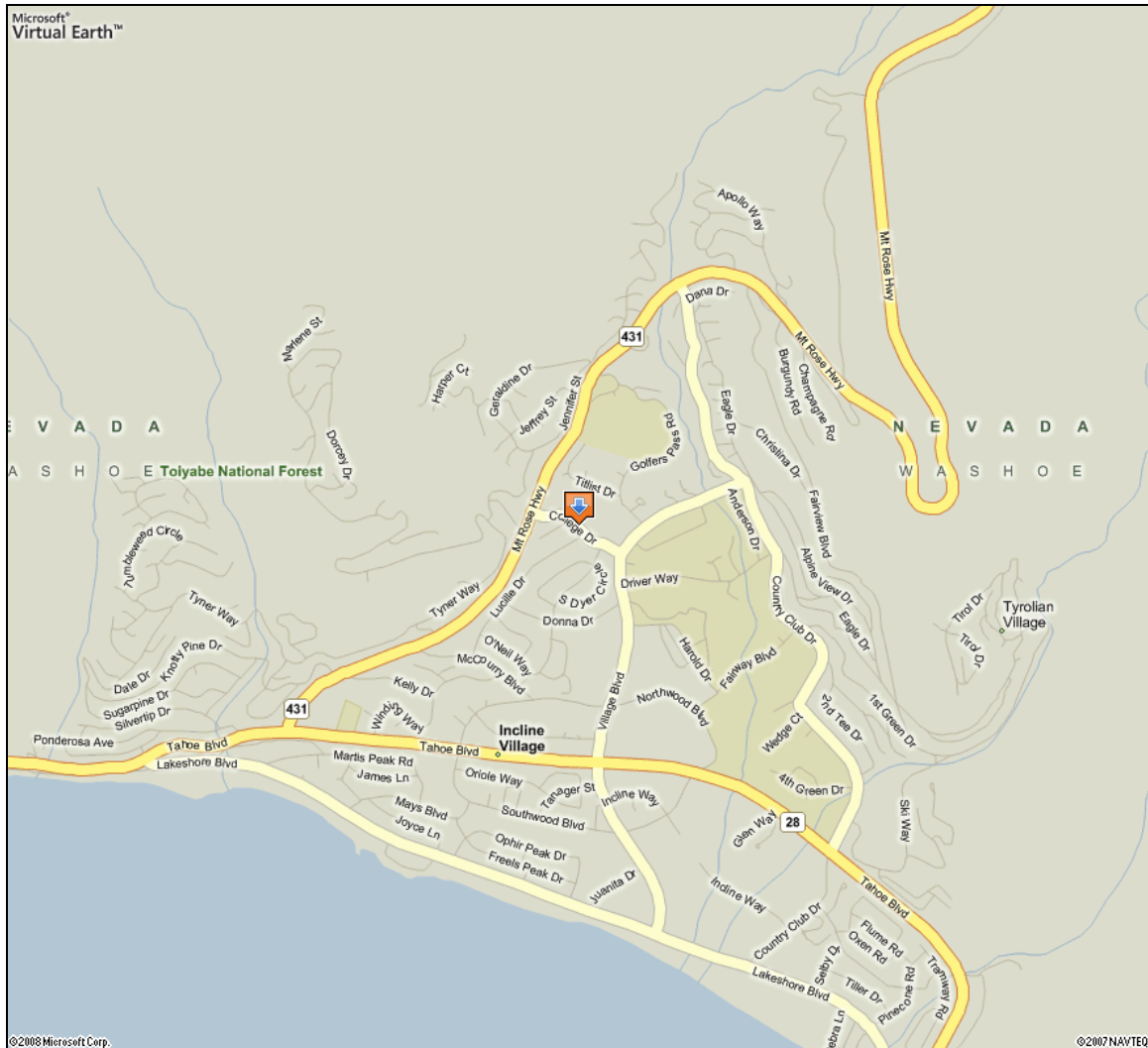
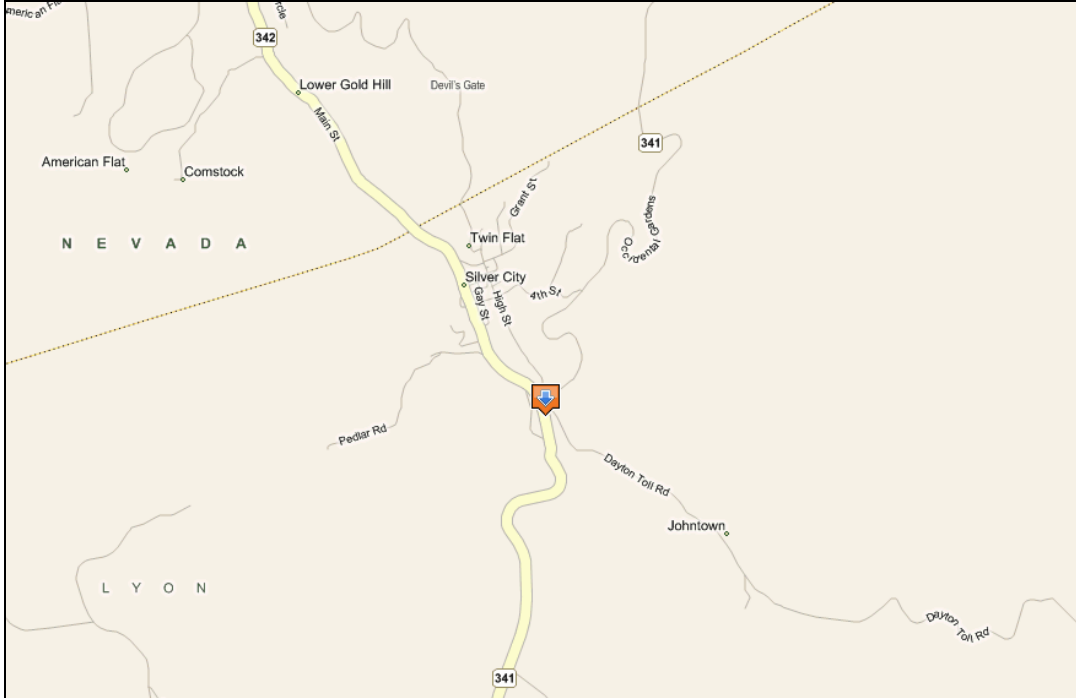


Figure B.12 Silver City Evacuation Sites

Staging Site:
Chocolate Nugget Candy Factory
56 Highway 341
Silver City, Nevada



Evacuation Site:
Dayton High School
335 Old Dayton Valley Rd.
Dayton, Nevada

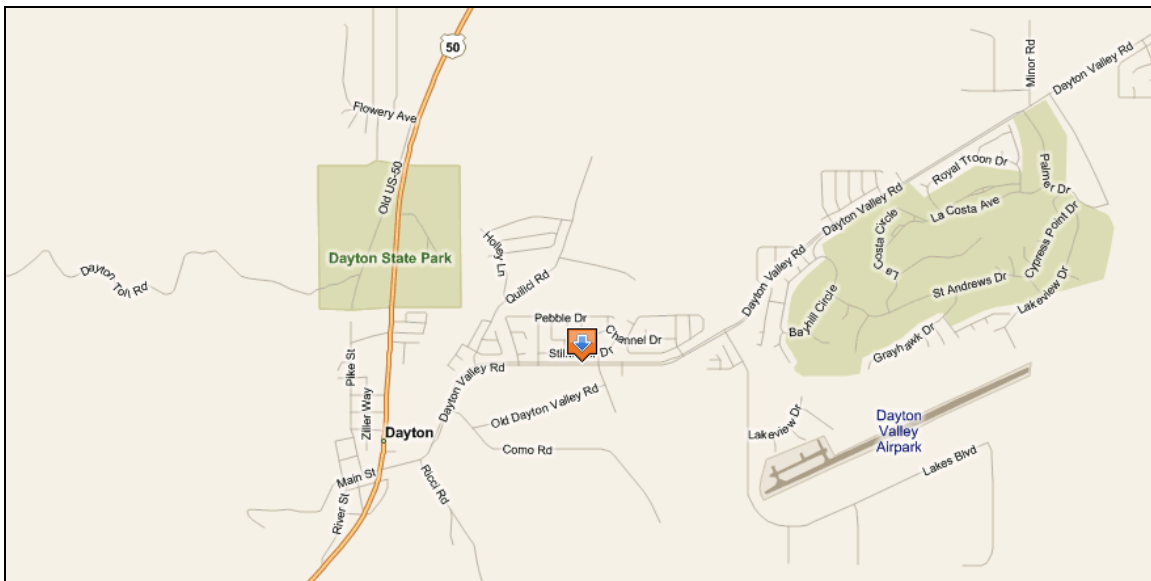


Figure B.13 Virginia City EOC Activation and Medical Operations

Virginia City Fire Station

145 N St.

Virginia City, Nevada

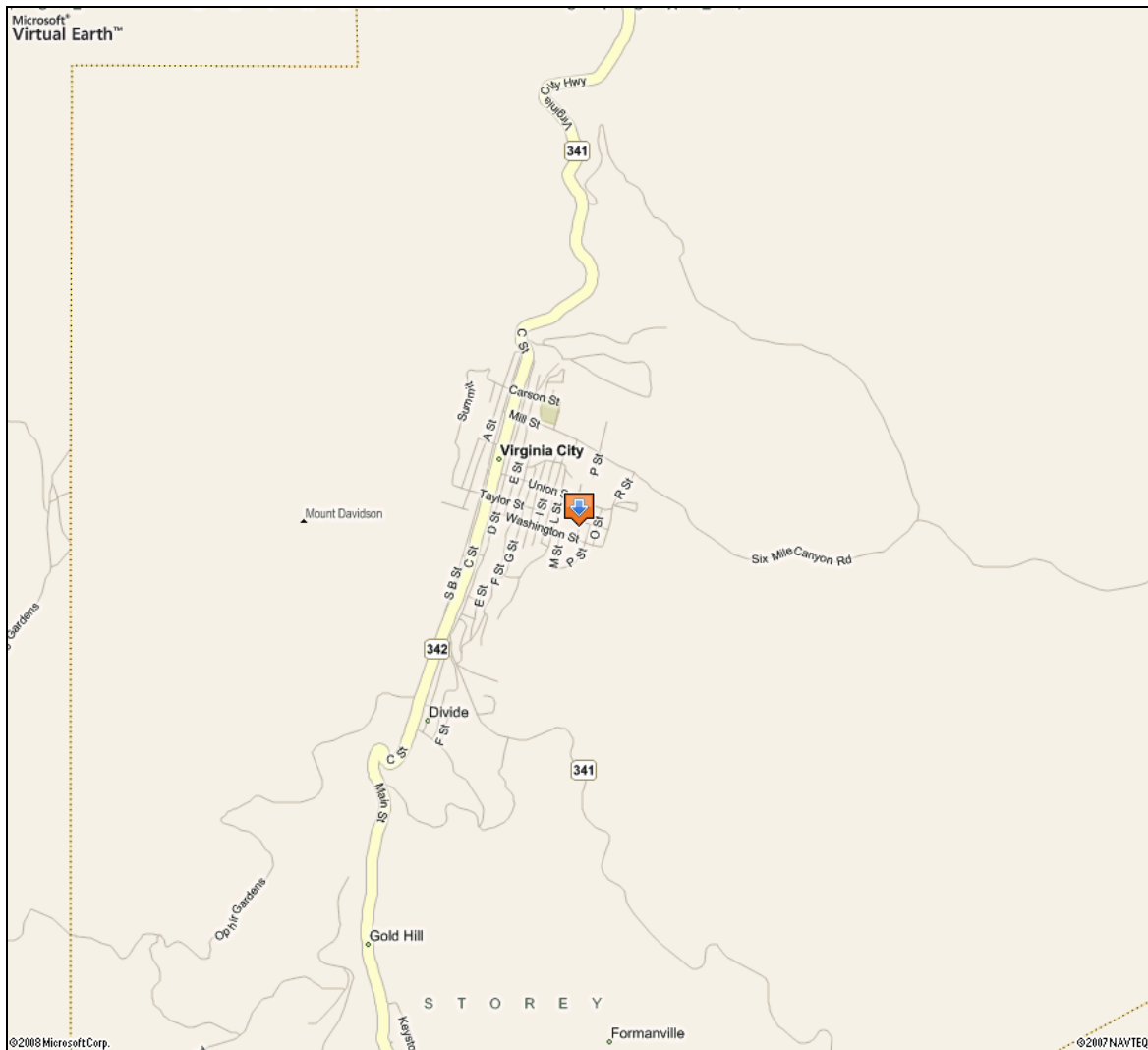


Figure B.14 Wal-Mart Distribution Center Hazardous Material Release

Tahoe-Reno Industrial Complex
1525 USA Parkway
McCarran, Nevada

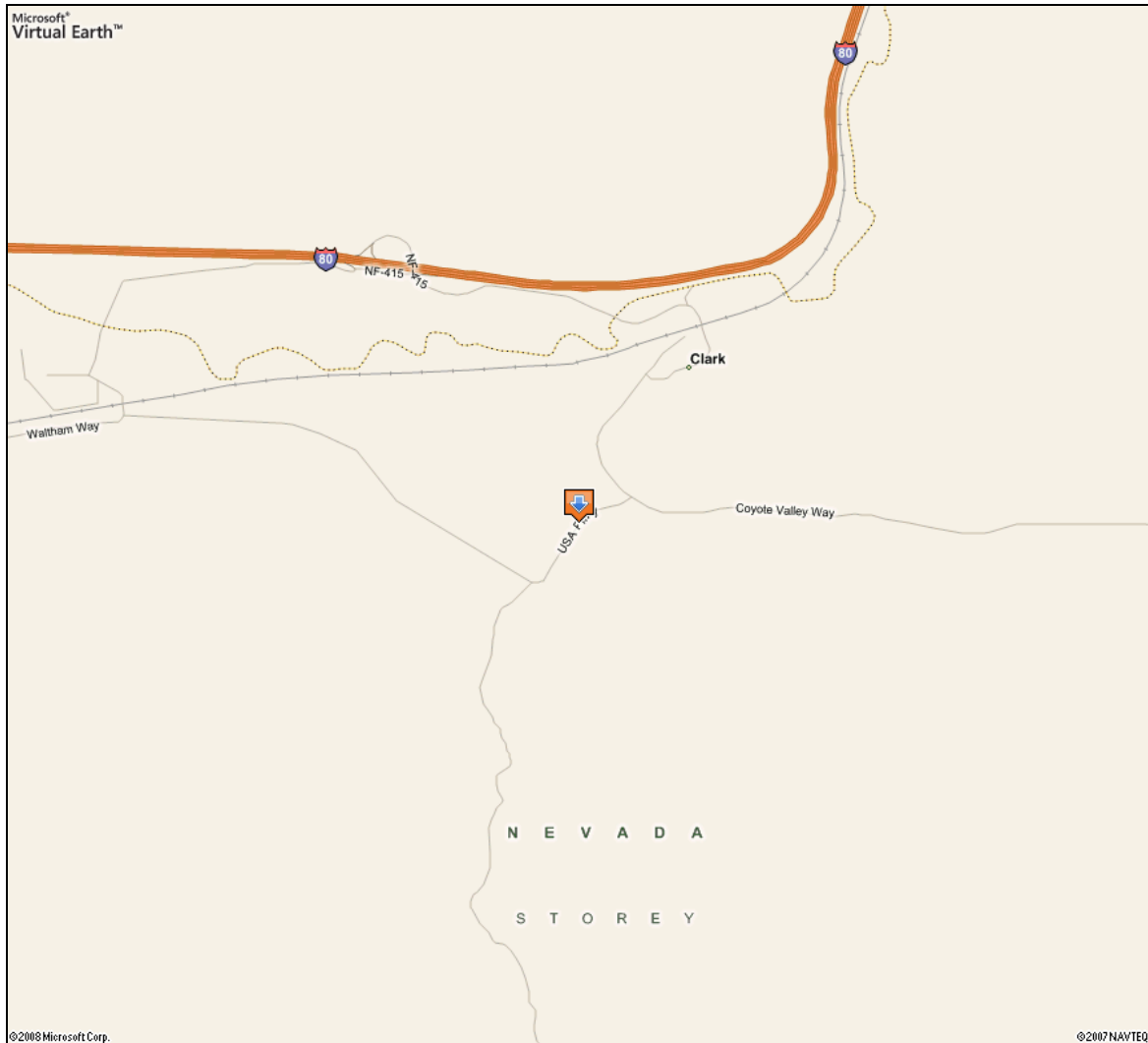


Figure B.15 Washoe County Regional Training Center Building Collapse

Washoe County Regional Training Center
5190 Spectrum Boulevard
Reno, Nevada

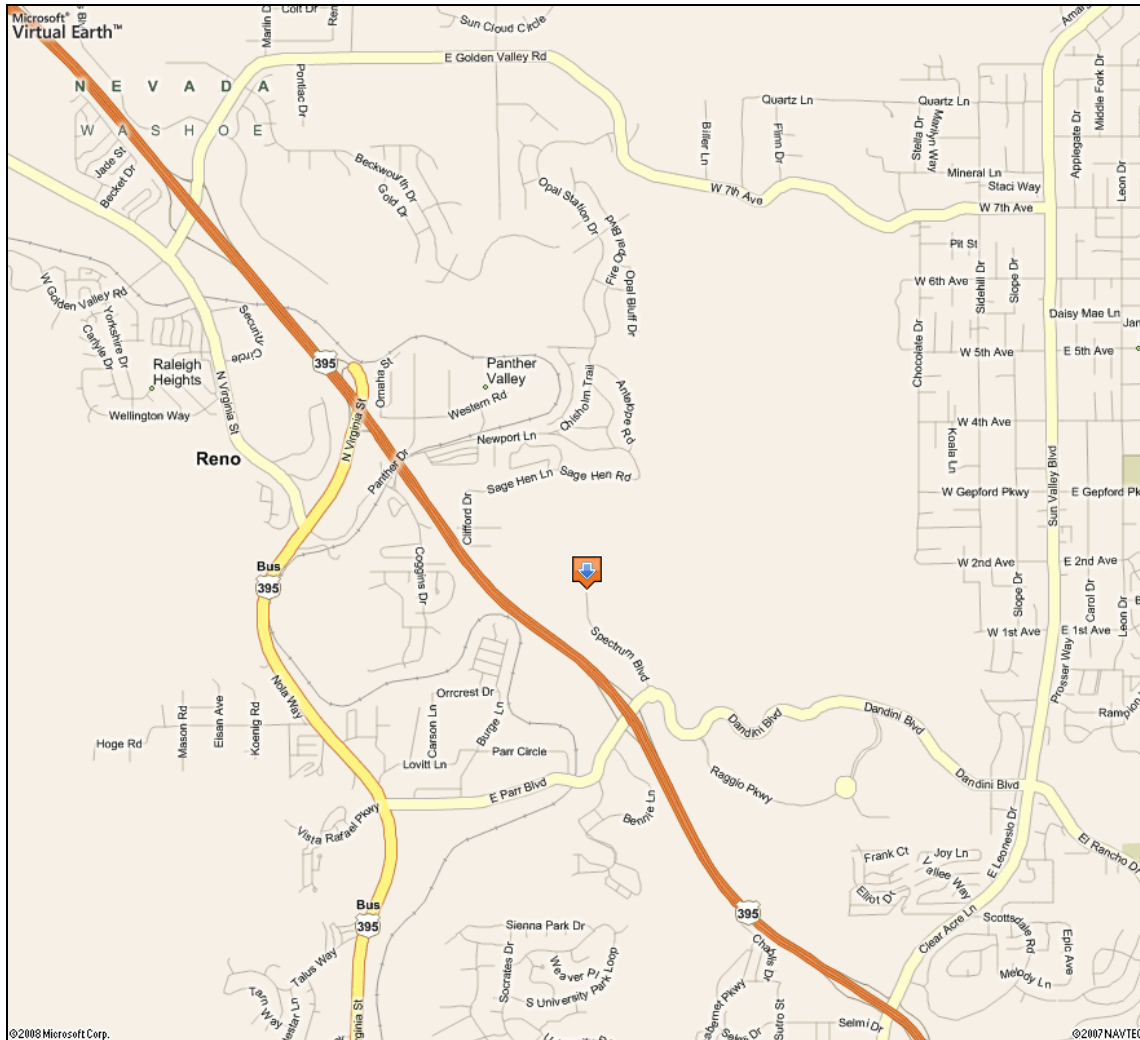
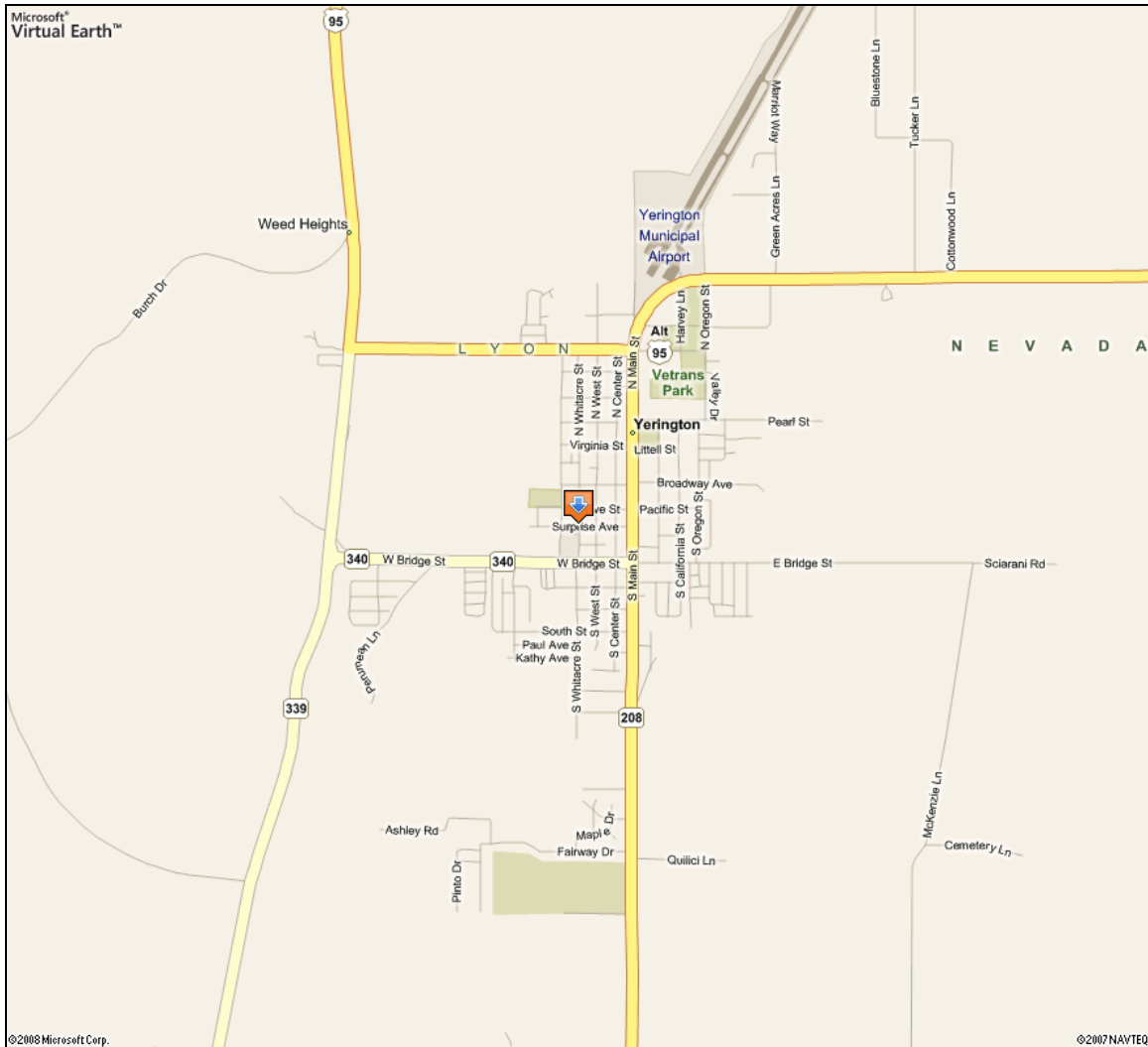


Figure B.16 Yerington MedEvac

South Lyon Medical Center

311 Surprise Ave.

Yerington, NV



APPENDIX C: EXERCISE WEAPONS POLICY

It is the policy of FEMA to ensure that every effort is made to provide a safe and secure environment at all FEMA-sponsored exercises for its participants, observers and VIPs, control/evaluation staff, volunteers, and the general public.

Exercise planners and controllers shall plan for and promulgate control measures with regard to weapons, whether introduced as a simulated device during exercise play or utilized by law enforcement officers in their normal scope of duties.

For the purpose of this policy, a weapon shall include all firearms, knives, explosive devices, less than lethal weapons, tools, devices, and any other object capable of causing bodily harm.

Qualified personnel (law enforcement, security, military, etc.) with legal authority to carry weapons who have an assigned exercise role (responder, tactical team, etc.) and have the potential for interaction with other exercise participants shall NOT carry a loaded weapon within the confines of the exercise play area. They may continue to carry their weapon only after it has been properly cleared and rendered safe (i.e., no ammunition in chamber, cylinder, breach, or magazines) and only after being marked or identified in a conspicuous manner (i.e., bright visible tape around the visible stock or holster). The use of an area clearly marked as “off limits,” and with assigned armed personnel to secure weapons in a container, vehicle, or other security area is acceptable, and should be consistent with host jurisdiction weapons security policies.

Qualified personnel (law enforcement, security, military, etc.) with legal authority to carry weapons who are utilized to provide “real-world” perimeter security for the exercise and have no assigned or direct interaction with exercise participants may continue to carry loaded weapons as part of their normal scope of duty.

All other personnel with no legal authority to carry weapons shall not bring, introduce, or have in their possession any weapon of any type in any area associated with the exercise. Safety briefings will be provided to all exercise participants specifying provisions and policies regarding weapons prior to the start of the exercise.

Simulated explosive devices, such as ‘flash bangs’, pyrotechnics, flares, smoke grenades, etc. will be handled and/or detonated only by qualified exercise staff or bomb technicians.

Aggressive behavior will not be tolerated during exercise conduct, except in matters of self-defense. Examples of aggressive behavior may include but are not limited to: excessive speeding; uncontrolled animals (i.e., K-9s, horses, etc.); employment of defense products (i.e., mace, pepper spray, stun guns, tasers, batons, etc.); and forceful use of operational response equipment or tools (i.e., pike poles, hose lines used at full stream on victims, etc.).

Exceptions to this policy specifying special mitigating circumstances shall be directed, in writing, to FEMA 30 days prior to the exercise.

This page intentionally left blank.

APPENDIX D: ACRONYMS

ExPLAN ACRONYMS

AED	Automatic External Defibrillator
AAR	After Action Report
C/E	Controller and Evaluator
COMEX	Communications Exercise
EEG	Exercise Evaluation Guide
ENDEX	End of Exercise
EOC	Emergency Operations Center
ExPlan	Exercise Plan
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
FSE	Full-Scale Exercise
HSEEP	Homeland Security Exercise and Evaluation Program
IP	Improvement Plan
MSEL	Master Scenario Events List
NPS	National Planning Scenarios
NV DEM	Nevada Division of Emergency Management
OTAG	Office of the Adjutant General
POC	Point of Contact
PPE	Personal Protective Equipment
SAR	Search and Rescue
SEOC	State Emergency Operations Center
SIMCELL	Simulation Cell
SME	Subject Matter Expert
STARTEX	Start of Exercise
TCL	Target Capabilities List
TTX	Tabletop Exercise
UTL	Universal Task List
VG08	Vigilant Guard 08

EXERCISE ACRONYMS REFERENCE

A	
AAR	After Action Review (or Report)
AASF	Army Aviation Support Facility
ABS	Adaptive Battle Staff
ADVON	Advanced Echelon (also Advanced Party or Liaison)
AFFOR	Air Force Forces
AKO	Army Knowledge Online
ANSER	Analytic Services, Inc.
AOI	Area of Interest
AOR	Area of Responsibility
APOD	Arial Point of Debarkation
APOE	Arial Point of Embarkation
ARC	American Red Cross
ARF	Action Request Form; for Request for Assistance or Forces
ARFOR	Army Forces
ARNORTH	U.S. Army – North
ASD-HD	Assistant Secretary of Defense for Homeland Defense
AT/FP	Antiterrorism / Force Protection
ATAG	Assistant Adjutant General
A-Team	Advance Team (EMAC)
AVN	Aviation
B	
BDE	Brigade
BN	Battalion
BOO	Base of Operations
BSA	Brigade Support Area (or Staging Area)
BSI	Base Support Installation
BUB	Battle Update Briefing
C	
C&I	Concept & Implementation
C2	Command and Control
C3I	Command, Control, Communications & Information
C4I	Command, Control, Communications, Computers & Intelligence
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance & Reconnaissance
CA	Civil Affairs
CAE	Command Assessment Element
CAP	Critical Asset Protection, Civil Air Patrol, Crisis Action Planning
CAT	Crisis Action Team
CAV	Cavalry
CBRNE	Chemical, Biological, Radiological, Nuclear and High-Yield Explosives (or High Energy)

CC	Commander
CCIR	Commander's Critical Information Requirement
CCMRF	CBRNE Consequence Management Response Force
CD	Counter Drug
CDC	Centers for Disease Control & Prevention, Concept Development Conference
Cdr	Commander
CERFP	CBRNE-Enhanced Response Force Package
CH	Chaplain
CI	Critical Infrastructure, Counter-Intel
CIE	Collaborative Information Environment
CIP	Critical Infrastructure Protection
CIP-MAA	Critical Infrastructure Protection – Mission Assessment & Assurance
CJCS	Chairman of the Joint Chiefs of Staff
CJTF	Combined Joint Task Force
Class I	Food; subsistence
Class II	Organizational Clothing and Individual Equipment
Class III	Fuel; Petroleum, Oil, and Lubricants
Class IV	Construction & barrier materials
Class IX	Repair Parts
Class V	Ammunition
Class VI	Personal comfort items
Class VII	Major End Items
Class VIII	Medical
Class X	Civil-Military support items
CM	Civil Military, Crisis Management, Consequence Management
CO	Company
COA	Course of Action, Choice of Alternatives
COCOM	Combatant Commander
COG	Continuity of Government
Comms	Communications
COMMZ	Communications Zone
COMSEC	Communications Security
CONOPS	Concept of Operations
CONPLAN	Concept Plan
CONUS	Continental United States
COOP	Continuity of Operations (Plan or Procedure)
COP	Common Operating Picture
COS	Chief of Staff
CPX	Command Post Exercise
CS	Civil Support
CST	Civil Support Team
CT	Counter-Terrorism
CUB	Commander's Update Brief

D	
DAG	Deputy Adjutant General
DAR	Damage Assessment Report
DART	Disaster Assistance Response Team
DB	Dead Body
DCC	Data Collector / Controller
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DEA	Drug Enforcement Agency
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team (FEMA)
DMORT	Disaster Mortuary Operational Response Team (FEMA)
DOD	Department of Defense
DOE	Department of Energy
DOL	Directorate of Logistics
DOMS	Director of Military Support (to civil authorities)
DOTMLPF	Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel & Facilities
DPMU	Disaster Portable Morgue Unit (FEMA)
DRC	Disaster Recovery Center
DRG	Disaster Response Group
DSCA	Defense Support to Civil Authorities; term used in NRP; (see MSCA & MACA)
DTRA	Defense Treat Reduction Agency
DV	Distinguished Visitor
E	
ECC	Exercise Control Cell
ECP	Entry Control Point
ECU	Environmental Control Unit
EDRE	Emergency Deployment Readiness Exercise
EEFI	Essential Elements of Friendly Information
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Department
EMS	Emergency Medical Services
EMT	Emergency Medical Technicians
ENDEX	End of Exercise
ENG	Engineer
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPLO	Emergency Preparedness Liaison Officer
ERT	Emergency Response Team

ERT-A	Emergency Response Team – Advanced
ESF	Emergency Support Function
EXORD	Execution Order (or Exercise Order)
EXPLAN	Exercise Plan
F	
FAA	Federal Aviation Administration
FARP	Forward Arming and Refueling Point
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Mgmt Agency
FLA	Federal Lead Agency
FOB	Forward Operating Base
FOG	Field Operations Guide
FOUO	For Official Use Only
FPCON	Force Protection Condition
FRAGO	Fragmentary Order
FSE	Full-Scale Exercise
FTX	Field Training Exercise
FWD	Forward
G	
GIS	Geographical Imaging Software
GKO	Guard Knowledge Online
GNN	Global News Network (exercise simulation)
GO	General Officer
Gov	Governor
H	
HAM	Amateur Radio Operator (slang)
HAZMAT	Hazardous Materials
HHD	Headquarters Detachment
HHS	Department of Health and Human Services
HLD	Homeland Defense
HLS	Homeland Security
HMMWV	High Mobility Multipurpose Wheeled Vehicle
HMRU	Hazardous Materials Response Unit (FBI)
HOPS	Homeland-Defense Operational Planning System
HOST	Home Station
HS	Homeland Security / Home Station
HSAS	Homeland Security Advisory System
HSAT	HOPS Situational Awareness Tool
HSIN	Homeland Security Information Network
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directives
HSS	Health Service Support

I	
IAW	In Accordance With
I&W	Indications & Warning
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IIF	IIF Data Solutions (VG contractor)
INJ	Inject Number
INS	Incident of National Significance
IOT	In Order To
ISISCS	Interim SATCOM Incident Site Command Set
ITV	In-Transit Visibility
J	
JAG	Judge Advocate General
JCAT	Joint Crisis Action Team
JCCSE	Joint CONUS Communications Support Environment
JCLL	Joint Center for Lessons Learned
JCS	Joint Chief of Staff
JCSE	Joint Communication Support Element
JDOMS	Joint Director of Military Support
JFACC	Joint Force Air Component Commander
JET	Joint Enabling Team
JFCOM	Joint Forces Command DOD
JFHQ	Joint Force Headquarters
JFHQ-NV	Joint Force Headquarters- Nevada
JFHQ-S	Joint Force Headquarters- State
JFO	Joint Field Office
JIACG	Joint Interagency Coordination Group
JIATF	Joint Interagency Task Force
JIC	Joint Information Center
JICC	Joint Interoperability Control Cell
JIEE	Joint Information Exchange Environment (NGB)
JIOC	Joint Information Operations Center
JISCC	Joint Incident Site Communication Capability
JMET	Joint Mission Essential Tasks
JMETL	Joint Mission Essential Task List
JOA	Joint Operations Area
JOC	Joint Operations Center, Joint Operating Concepts
JOE	Joint Operational Environment
JOG	Joint Operations Group
JPG	Joint Planning Group
JPIC	Joint Public Information Center
JRSOI	Joint Reception, Staging, Onward Movement, & Integration

JS	Joint Staff
JTF	Joint Task Force
JTF- CS CAE	Joint Task Force- Civil Support Command Assessment Element
JTF-CS	Joint Task Force – Civil Support
JTIMS	Joint Training Information Management System
JTTF	Joint Terrorism Task Force
JTTP	Joint Tactics, Techniques & Procedures
JVB	Joint Visitors Bureau
J1	JFHQ Directorate, Personnel
J2	JFHQ Directorate, Intelligence
J3	JFHQ Directorate, Operations
J4	JFHQ Directorate, Logistics
J5	JFHQ Directorate, Strategic Plans and Policy
J6	JFHQ Directorate, Command, Control, Communications, Computers
J7	JFHQ Directorate, Joint Training and Exercises
J8	JFHQ Directorate, Force Structure, Resources, and Assessment
K	
KAP	Key Asset Protection
L	
LD	Lethal Dose
LE	Law Enforcement
LEA	Law Enforcement Agency
LEO	Law Enforcement Officer
LFA	Lead Federal Agency
LMTV	Light Medium Tactical Vehicle
LNO	Liaison Officer
LOGSTATREP	Logistics Status Report
L-TTX	Leadership Tabletop Exercise
LZ	Landing Zone
M	
MA	Mission Assignment, Military Assistance, Mission Analysis, Mortuary Affairs
MAA	Mutual Aid Agreement, Mission Area Analysis, Mission Area Assessment
MACA	Military Assistance to Civil Authorities
MACC	Multi-Agency Coordination Center
MCC	Mobile Command Center
MCRD	Marine Corps Recruit Depot
MDG	Medical Group
MDMP	Military Decision Making Process
MEMS	Master Events Management System
MERS	Mobile Emergency Response System
MESL	Mission Event Synchronization List
MIL	Military
MKT	Mobile Kitchen Trailer

MOA	Memorandum of Agreement
MORT	Mortuary Operational Response Team
MOU	Memorandum of Understanding
MP	Military Police
MRE	Meal, Ready to Eat
MRC	Medical Reserve Corps
MSCA	Military Support to Civil Authorities
MSEL	Master Scenario Events List
MSR	Main Supply Route
N	
NAS	Naval Air Station
NBC	Nuclear, Biological, Chemical
NC	U.S. Northern Command
NDMS	National Disaster Medical System
NEMA	National Emergency Management Association
NG	National Guard
NG MA	National Guard – Military Assistance
NGA	National Geospatial Intelligence Agency
NGB	National Guard Bureau
NGO	Non-Governmental Organization
NGRF	National Guard Reaction Force
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIPRNET	Non-Secure Internet Protocol Router Network
NLT	No Later Than
N-NC	NORAD-NORTHCOM
NNV	Northern Nevada
NORAD	North American Aerospace Defense Command
NORTHCOM	U.S. Northern Command
NRCC	National Response Coordination Center
NRP	National Response Plan
NRP-CIS	National Response Plan – Catastrophic Incident Supplement
NRT-N	Emergency Response Team- National
NSA	National Security Agency
NSPD	National Security Presidential Directives
NSSE	National Special Security Event
NVOAD	National Volunteer Organizations Active in Disaster
O	
OCONUS	Outside the Continental United States
ODP	Office of Domestic Preparedness
OEG	Operational Exposure Guidance
OPCON	Operational Control
OPG	Operations Planning Group

OPFOR	Opposition Forces
OPLAN	Operations Plan
OPORD	Operations Order
ORM	Operational Risk Management
OSD(P)	Office of the Secretary of Defense, Personnel
OSD-HD	Office of the Secretary of Defense for Homeland Defense
OSHA	Occupational Safety and Health Administration
P	
PA	Public Affairs
PAO	Public Affairs Officer
PAPR	Power Air Purifying Respirator
PAR	Population At Risk
PARRT	Public Affairs Rapid Response Team
PAUSEX	Pause in Exercise
PAX	Personnel or Passengers
PCA	Posse Comitatus Act
PDD	Presidential Disaster Declaration or Presidential Decision Directive
PFO	Principal Federal Officer
PIR	Priority Intelligence Requirements or Information Requirements
POC	Point of Contact
POD	Point of Distribution, Point of Debarkation
POE	Point of Embarkation
POTUS	President of the United States
PPE	Personal Protective Equipment
PROFLOW	Procedural or Process Flow
PWF	Public Works Facility
Q	
QM	Quarter Master
QRF	Quick Reaction Force
R	
REQ-A	EMAC Mutual Aid Request Form
RFA	Request for Assistance
RFF	Request for Forces
RFI	Request for Information
RIG	Response International Group (VG contractor)
RIP	Relief in Place
ROE	Rules of Engagement
RP	Role Player
RSOI	Reception, Staging, Onward Movement & Integration (see JRSOI)
RUF	Rules on Use of Force
S	
SA	Situational Awareness
SAD	State Active Duty

SAR	Search and Rescue
SATCOM	Satellite Communication
SCBA	Self Contained Breathing Apparatus
SCO	State Coordinating Officer
SECDEF	Secretary of Defense
SEOC	State Emergency Operations Center
SEPLO	State Emergency Preparedness Officer
SFLEO	Senior Federal Law Enforcement Official
SIPRNET	Secret Internet Protocol Router Network
SITFOR	Situational Forces
SITREP	Situation Report
SJFHQ-N	Standing Joint Force Headquarters, North (USNORTHCOM)
SJTF-N	Standing Joint Task Force North (USNORTHCOM)
SMART	Special Medical Augmentation Response Team (USNORTHCOM)
SME	Subject Matter Expert
SN	Strategic National
SNS	Strategic National Stockpile
SNV	Southern Nevada
SONS	Spill(s) of National Significance
SOP	Standard Operating (or Operational) Procedures
SPRS	State Personnel Reporting System
SRA	Science Research Associates
SRR	Search & Rescue Regions
ST	Strategic Theater
STARTEX	Start of Exercise
SWAT	Special Weapons and Training
SWEAT-MS	Sewer, Water, Electricity, Academic, Trash, Medical, Security
T	
T-10	Title 10 (Active Duty)
T2	Training Transformation
T-32	Title 32 (National Guard under State Governors)
TACON	Tactical Control
TAG	The Adjutant General
TCL	Target Capabilities List
TECHCON	Technical Control
TEWT	Tactical Exercise Without Troops
TF-AVN	Task Force Aviation
TF-HR	Task Force High Roller
TOA	Transfer of Authority
TOC	Tactical Operations Center
TPFDDL	Time-Phased Force Deployment Data List
TS	Top Secret
TTP	Tactics, Techniques, and Procedures

TTX	Tabletop Exercise
U	
UC	Unified Command
UCMJ	Universal Code of Military Justice
UCS	Unified Command Suite (CST units)
UJTL	Universal Joint Task List
US&R	Urban Search and Rescue
USACE	U.S. Army Corps of Engineers
USAF	U.S. Air Force
USCG	U.S. Coast Guard
USG	United States Government
USGS	U.S. Geological Service
USJFCOM	U.S. Joint Forces Command
USNORTHCOM	U.S. Northern Command
USSS	U.S. Secret Service
UTL	Universal Task List
V	
VBIED	Vehicle Borne Improvised Explosive Device
VG	Vigilant Guard Exercise(s)
VOAD	Volunteer Organizations Active in Disaster
VPOTUS	Vice President of the United States
VTC	Video Teleconference
W	
WARNO	Warning Order
WCRTC	Washoe County Regional Training Center
WMD	Weapons of Mass Destruction

This page intentionally left blank.

APPENDIX E: COMMUNICATIONS PLAN

To be distributed as a separate document.

This page intentionally left blank.

PARTICIPANT EVALUATION FORM

VIGILANT GUARD 2008

Optional Information	
Name (optional): _____	
Organization (optional): _____	
Email: _____	Phone #: _____
Exercise Location: _____	
Role: ___Participant___Controller___Evaluator	
Responsibility: (e.g., Finance Chief, Field C/E) _____	
Responder Expertise: ___1 yr___2-5 yrs___5+yrs	

PART I – EXERCISE PLAY: STRENGTHS AND AREAS FOR IMPROVEMENT

1. Based on the exercise, list the top three strengths and areas for improvement.

Strengths	Areas for Improvement
1.	1.
2.	2.
3.	3.

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

PART II – EXERCISE DESIGN AND CONDUCT

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

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

<u>Assessment Factor</u>		Rating of Satisfaction with Exercise				
		<i>Strongly Disagree</i>				<i>Strongly Agree</i>
a	The exercise was well structured and organized.	1	2	3	4	5
b	The exercise scenario was realistic.	1	2	3	4	5
c	Participation in the exercise was appropriate for someone in my position.	1	2	3	4	5
d	The participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5
e	Vigilant Guard 2008 - related training conducted prior to the exercise made me better prepared.	1	2	3	4	5
f	General response training (e.g., ICS Training, Health and Safety Training) conducted prior to the exercise made me better prepared.	1	2	3	4	5

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

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