

# 2023 Simulated Emergency Test Columbia County Exercise

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## ***Exercise Plan***

*for ~~October 1, 2022~~ April 22, 2023*

The Exercise Plan (ExPlan) gives elected and appointed officials, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

Version: 1.0.2 August 12, 2022

Version 2.0.1 March 3, 2023

Arc J. Thames W4CPD 850-889-3767

Columbia County Version August 20, 2022 Revised April 8, 2023

D Bradley Swartz N5CBP

This may be considered an Official Version for the Exercise.

Notification of any significant changes from this version will be posted on the NF4CA.org EmComm page and will generally be communicated by email to net control or other leadership positions.



## EXERCISE OVERVIEW

<b>Exercise Name</b>	2023 Simulated Emergency Test – Service Denied
<b>Exercise Dates</b>	Saturday April 22, 2023 (9AM – 11:30AM EDT)
<b>Scope</b>	<p>This Exercise is a deployment, full scale exercise, planned for 2 hours at multiple locations throughout northern Florida and including participants throughout the southeastern United States.</p> <p>Exercise play is open to an array of volunteers and agencies including:</p> <ul style="list-style-type: none"> <li>• ARES Volunteer Teams &amp; Individual Participants</li> <li>• AUXCOMM Volunteer Teams &amp; Individual Participants</li> <li>• CISA SHARES personnel (federal, state, local , or volunteer)</li> <li>• National Traffic System Volunteers</li> <li>• RACES Volunteer Teams</li> <li>• Radio Relay International Volunteers</li> <li>• State of Florida Department of Emergency Management</li> <li>• State of Florida County Departments of Emergency Management</li> <li>• Any additional licensed amateur radio operator</li> </ul>
<b>Mission Area(s)</b>	RESPONSE
<b>Core Capabilities</b>	<p>MASS CARE SERVICES</p> <p>OPERATIONAL COMMUNICATIONS</p>
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Ability to activate communication resources without traditional methods such as phone, text, or email</li> <li>2. Ability to communicate with state and other agency Departments of Emergency Management using only amateur or SHARES radio</li> <li>3. Ability to send structured messages by one or more techniques             <ol style="list-style-type: none"> <li>a. ability to correctly utilize ICS forms for official messaging</li> <li>b. Ability to provide health and welfare messaging to public</li> </ol> </li> <li>4. Ability to gather and report situational utility reports from both agencies and individuals</li> <li>5. Ability to withstand loss of electricity</li> <li>6. Interoperability             <ol style="list-style-type: none"> <li>a.Public</li> <li>b.Law</li> <li>c.Medical</li> </ol> </li> <li>7. Ability to withstand damages to radio assets such as antennas</li> </ol>
<b>Threat or Hazard</b>	A statewide cyber attack that has brought down all traditional communications methods within the state further complicated by civil unrest.

<b>Exercise Name</b>	2023 Simulated Emergency Test – Service Denied
<b>Scenario</b>	<p>Tensions have continued to rise between the United States and nation states that have adversarial relationships with us. Over the last few months, the state of Florida has seen a rise in cyber based attacks targeting various telecommunications and infrastructure services throughout its counties. See appendix E for full scenario details.</p> <p>Columbia County Emergency Operations Center is active at Level 2</p>
<b>Sponsor</b>	<p>State of Florida and various Florida county Departments/Divisions of emergency Management</p> <p>Columbia County ARES</p>

Exercise Name	2023 Simulated Emergency Test – Service Denied
<b>Participating Organizations</b>	Participation organizations as of August 12, 2022
	<ul style="list-style-type: none"> <li>• Florida Division of Emergency Management (Robert Little)</li> <li>• ARES Teams <ul style="list-style-type: none"> <li>• Alachua County</li> <li>• Brevard county</li> <li>• Bay County</li> <li>• Columbia County</li> <li>• Duval County</li> <li>• Escambia County</li> <li>• Highlands County</li> <li>• Lee County</li> <li>• Marion County</li> <li>• Nassau County</li> <li>• Okaloosa County</li> <li>• Orange County</li> <li>• Saint Johns County</li> <li>• Saint Lucie County</li> <li>• Santa Rosa County</li> <li>• Sumter County</li> <li>• Volusia County</li> <li>• Walton County</li> </ul> </li> <li>• Municipality Emergency Management <ul style="list-style-type: none"> <li>• Alachua County</li> <li>• Duval County</li> <li>• Santa Rosa county</li> <li>• Volusia County</li> </ul> </li> <li>• Traffic Nets <ul style="list-style-type: none"> <li>• Northern &amp; Southern Florida ARRL Sections</li> <li>• Florida Traffic Net</li> </ul> </li> <li>• Radio Relay International</li> </ul>

<b>Exercise Name</b>	2023 Simulated Emergency Test – Service Denied
<b>Point of Contact</b>	<ul style="list-style-type: none"><li>• Exercise Director<ul style="list-style-type: none"><li>• Arc J Thames Northern Florida ARES Section Emergency Coordinator Santa Rosa County Emergency Coordinator <a href="mailto:arc.thames@srcares.org">arc.thames@srcares.org</a> (850)889-3767</li></ul></li><li>• Assistant Exercise Directors<ul style="list-style-type: none"><li>• Leland Gallup Assistant ARES Emergency Coordinator Alachua County FL <a href="mailto:gallupleland@gmail.com">gallupleland@gmail.com</a> (443) 538-0314</li></ul></li></ul>

## GENERAL INFORMATION

### Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to specific core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

There is a place for every volunteer in this exercise!

Exercise Objective	FEMA Core Capability
<p><b>1.0 Activate communications resources without traditional methods such as phone, text, or email</b>                      Each applicable teams ability to notify their volunteer or staff resources that their services are needed without using a phone, text, or email message. No method that relies on internet or telephone access may be used.</p> <p>GOAL: To have at least 50% of your badged communications resources or 25% of your volunteer roster check-in via a voice or digital method by the end of the exercise.</p>	<p>Operational Communications</p>
<p><b>2.0 Communicate with the state and other agency Departments of Emergency Management using amateur or SHARES radio only.</b>                      Each applicable teams ability to communicate with the state of Florida’s communications team and partner agencies using only amateur or SHARES radio equipment and frequencies.</p> <p>GOAL: Successfully communicate with the State EOC with a confirmed communication either via voice or data.</p>	<p>Operational Communications</p>

Exercise Objective	FEMA Core Capability
<p><b>3.0 Send structured messages by one or more techniques</b></p> <p><b>3.A Correctly utilize ICS forms for official messaging</b>                      Each applicable team’s ability to correctly prepare and transmit official messaging with requests for resources</p> <p>GOAL: Send at least 1 properly formatted ICS form either by voice or data to the State EOC</p> <p><b>3B Provide health and welfare messaging to the public</b>                      Each applicable teams ability to correctly prepare and transmit health and welfare messaging for public citizens .</p> <p>GOAL: Send at least 4 simulated health and welfare messages via voice or data.</p>	<p>Mass Care Services</p> <p>Operational Communications</p>
<p><b>4.0 Gather and report situational utility reports from both agencies and individuals</b></p> <p>Each applicable team and individual participants submitting situation reports using Winlink or over a voice net.</p> <p>GOAL: Transmit via voice or data at least 2 situational reports.</p>	<p>Mass Care Services</p> <p>Operational Communications</p>
<p><b>5.0 Withstand the loss of electricity</b>                      Ability to continue to operate necessary radio and computer equipment to transmit information via data or voice with no commercial power</p> <p>GOAL: Successfully communicate via voice or data while not operating on commercial power to the State or other county EOC.</p>	<p>Operational Communications</p>



Exercise Objective	FEMA Core Capability
<p><b>6.0 Interoperability.</b></p> <p><b>6A Public</b> Request from citizen for assistance</p> <p><b>6B Law Enforcement</b> Dispatch appropriate Agency</p> <p><b>6C Medical Response</b> Dispatch appropriate Agency</p> <p><b>6D Hospital</b> Receive status update from local hospitals Ability to communicate with various served and volunteer organizations throughout the state of Florida.</p> <p>GOAL: complete at least 3 successful voice or data communications with a partner agency</p>	Operational Communications
<p><b>7. Withstand damages to radio assets such as antennas</b> Ability to communicate via alternate radio assets in case of damage to primary. The use of an alternate HF relay station should also be considered as a viable solution to this problem.</p> <p>GOAL: Ability to transmit at least 1 formal message using alternative equipment.</p>	Operational Communications

Table 1. Exercise Objectives and Associated Core Capabilities

## Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

**Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.

**Controllers.** Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.

**Simulators.** Simulators are control staff personnel who role play nonparticipating organizations or individuals. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin)

in accordance with instructions provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.

**Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).

**Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.

**Media Personnel.** Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.

**Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

## Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.

### Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority. Should a real-world situation occur day-of or week(s) leading up to the exercise, the exercise may be rescheduled.

### Artificialities

During this exercise, the following artificialities apply:

- Exercise communication and coordination is limited to participating exercise organizations, venues, and the Control Cell.

- For purposes of the Exercise, only communication methods listed in the communications Directory are available for player to use during the exercise. The assumption is that traditional communications methods such as landline, cellular, social media, internet and email have been made unavailable by a cyber attack. You may simulate your loss of these capabilities by disabling both cell phone and data (including not using it for map-based navigation) by using Airplane mode or similar. (Compass use is still allowed as this is independent of cell phone networks.) You should also disable network connections on the computer systems.
- If communications methods listed in the ICS-205 are declared "inoperative" then they cannot be utilized by participants..

**Although for a "real world emergency" participants can certainly use their cell phones.**

## Site Access

### Media/Observer Coordination

Organizations with media personnel and/or observers attending the event should coordinate with Brad Swartz (940) 390 7716 for access to the exercise site. Media/Observers are encouraged to travel to the deployment sites, maintain identification, and observe. PIO should be contacted for specific questions and information. Exercise participants should be advised of media and/or observer presence.

### Exercise Identification

Exercise staff may be identified by badges, hats, and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation. Table 2 describes these identification items.

## EXERCISE LOGISTICS

### Safety

Exercise participant safety takes priority over exercise events. The following general requirements apply to the exercise:

- A Safety Controller is responsible for participant safety; any safety concerns must be immediately reported to the Safety Controller. The Safety Controller and Exercise Director will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed. For this Exercise, the Safety Controller will be the Emergency Coordinator or suitable substitute for each participating Team.
- For an emergency that requires assistance, use the phrase **“real-world emergency.”** The following procedures should be used in case of a real emergency during the exercise:
  - ◆ Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services (911) and the closest controller, and, within reason and training, render aid.
  - ◆ The controller aware of a real emergency will initiate the **“real-world emergency”** broadcast and provide the Safety Controller, Senior Controller, and Exercise Director with the location of the emergency and resources needed, if any. The Senior Controller will notify the [Control Cell or SimCell] as soon as possible if a real emergency occurs.

### Fire Safety

Participants are asked to maintain due care related to emergency power sources, and also related to installing emergency antennas. No such antennas will be installed near any power lines.

### Emergency Medical Services

Dial 911.

### Electrical and Generating Device Hazards

Each participant is asked to follow prudent safety procedures related to batteries and generators and any other alternative power systems.

### Weapons Policy

In general, non-law-enforcement personnel are strictly not allowed to carry concealed weapons inside ANY governmental building. Weapons are not a part of this exercise.

## POST-EXERCISE AND EVALUATION ACTIVITIES

### Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

### Hot Wash

At the conclusion of exercise play, controllers facilitate a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants are encouraged to attend! The information gathered during a hotwash contributes to the AAR/IP and any exercise suggestions can improve future exercises.

To register for the State Zoom call for this Hotwash, use this [link](#) and join immediately following the exercise.

A full hotwash will be conducted on Saturday May 13<sup>th</sup> at 11:00 am EDT via zoom. Please use [this link](#) to register.

### Controller and Evaluator Debriefing

Controllers and evaluators are encouraged to attend a facilitated Debriefing via ZOOM at a date and time following the exercise to be announced.

### Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. A Google Form is available for participant feedback for the Exercise: (The form checks your email address for validity only and is not recorded as part of the feedback)

<https://docs.google.com/forms/d/e/1FAIpQLSfs5KYXB4QRJzIL-n-N1SLKe23cbyt1JoCkGic4PHc4eCCPZg/viewform>

### After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of core capabilities, including capability performance, strengths, and areas for improvement. AARs also include basic exercise information, including the exercise name, type of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the name of the exercise sponsor and POC.

## Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program.

### After-Action Meeting

The After-Action Meeting (AAM) is a meeting held among decision- and policy-makers from the exercising organizations, as well as the Lead Evaluator and members of the Exercise Planning Team, to debrief the exercise and to review and refine the draft AAR and Improvement Plan (IP). The AAM should be an interactive session, providing attendees the opportunity to discuss and validate the observations and corrective actions in the draft AAR/IP.

### Improvement Plan

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The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. It is created by elected and appointed officials from the organizations participating in the exercise, and discussed and validated during the AAM.

## Participant Information and Guidance

### Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- **All communications** (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **This is an Exercise**.

### Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

#### Before the Exercise

- **Review appropriate organizational plans, procedures, and exercise support documents.**
- Be at the appropriate site 30 minutes before the exercise starts. Wear appropriate clothing.
- As internet access is technically “not available” during this exercise, please have a locally downloaded or printed copy of any relevant exercise documents.
- Leadership for each participating group should provide their group with information on proposed frequency assignments and relay systems to deal with loss of repeaters and other infrastructure. Each group should be familiar with sending messages via HF winlink Radio Only, and HF/VHF winlink peer to peer.

#### During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers will give you only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- If you do not understand the scope of the exercise, or if you are uncertain about an organization’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 incorporation of unrealistic aspects. Every effort has been made by the exercise's trusted agents to balance realism with safety and to create an effective learning and evaluation environment.
- All exercise written communications will begin and end with the statement “**This is an exercise.**” (or similar); voice radio communications will include this at least as often as identifications. This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
- **Maintain an ICS-214 log of your activities.** Many times, this log may include documentation of activities that were missed by a controller or evaluator.
- **Maintain an ICS-309** (or be able to have one or parts of one created by a computer) to document messages received or transmitted.

### After the Exercise

- Participate in the Hot Wash at your venue with controllers and evaluators.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator. (This will be a Google Form)
- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

Your ICS-214 and ICS-309 (or copies thereof) should go to your local leader or if you are not part of a group, directly to the Exercise Director by either email or postal mail, at

dbswartz8@gmail.com

Brad Swartz

148 SW Slash Lane

Lake City Fl. 32024

## Simulation Guidelines

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers. A SimCell may be used to simulate the roles and interactions of nonparticipating organizations or individuals.



## Appendix A: Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN (ICS-205)										
<b>1. Incident Name:</b> Simulated Emergency Test Exercise			<b>2. Date/Time Prepared:</b> Date: Time:				<b>3. Operational Period</b> Date From: Date To: Time From: Time To:			
<b>4. Basic Radio Channel Use:</b>										
Zone Grp.	Ch #	Function	Channel Name / Trunked Radio System Talkgroup	Assign-ment	RX FREQ N or W	RX TONE /NAC	TX FREQ N or W	TX TONE /NAC	Mode (A, D, or M)	Remarks
<b>5. Special Instructions</b>										
<ul style="list-style-type: none"> <li>• For the duration of this exercise:                             <ul style="list-style-type: none"> <li>○ Use the ICS-205 you were given. Frequencies used in this exercise are not public information</li> </ul> </li> </ul>										
<b>6. Prepared By</b> (Communications Unit Leader) Name <b>Brad Swartz N5CBP</b> Signature /s/										
ICS 205				IAP PAGE 1				Date / Time Use the		

## Appendix B: Exercise Participants

Participating Organizations
Federal
CISA SHARES
State
Florida Division of Emergency Management
NGO
Local
Columbia County ARES(R)
Columbia County Emergency Management
Baker County Emergency Management

## Appendix C: Exercise Schedule

First Due Date	Personnel	Activity	Location
NOW	<p>■ INDIVIDUALS</p> <p>■ Exercise leaders (e.g. NCS)</p>	<p><b>Register yourself</b> on this Google Form:  <a href="https://docs.google.com/forms/d/e/1FAIpQLSf3XH1nyhvZ0XxuNHmHUMntR0bwy0sGENXhXUOqXHAo6cyVWA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSf3XH1nyhvZ0XxuNHmHUMntR0bwy0sGENXhXUOqXHAo6cyVWA/viewform</a></p> <p>Practice sending a message via Winlink.</p> <p>Register your callsign in Winlink for radio only messaging</p> <p>HF. Find a couple of stations at least 1000 miles away on the appropriate band.</p> <p>Learn how to send and receive messages in VarAC via NF4CA</p> <p>Review forms such as ICS 214, ICS 309, RRI, Phonetic alphabet,</p> <p>VHF. Learn how to send a peer to peer message. It is different.</p> <p>Download an app on your phone so you can find your GPS coordinates and your Grid-square</p>	
By April 15 <sup>th</sup> , 2023	Team Leaders	Create your COMMUNICATIONS PLAN for your team to use during the exercise when repeaters aren't working and multiple simplex nets might be needed to span your county, or some relay scheme. Create your ICS-205 to provide frequency guidance for multiple possible radio techniques.	
By April 15 <sup>th</sup> , 2023	Team Leaders	Develop an IAP for your local team. Overall exercise injects will be provided to team leaders and sample injects for deployment locations will be made available.	

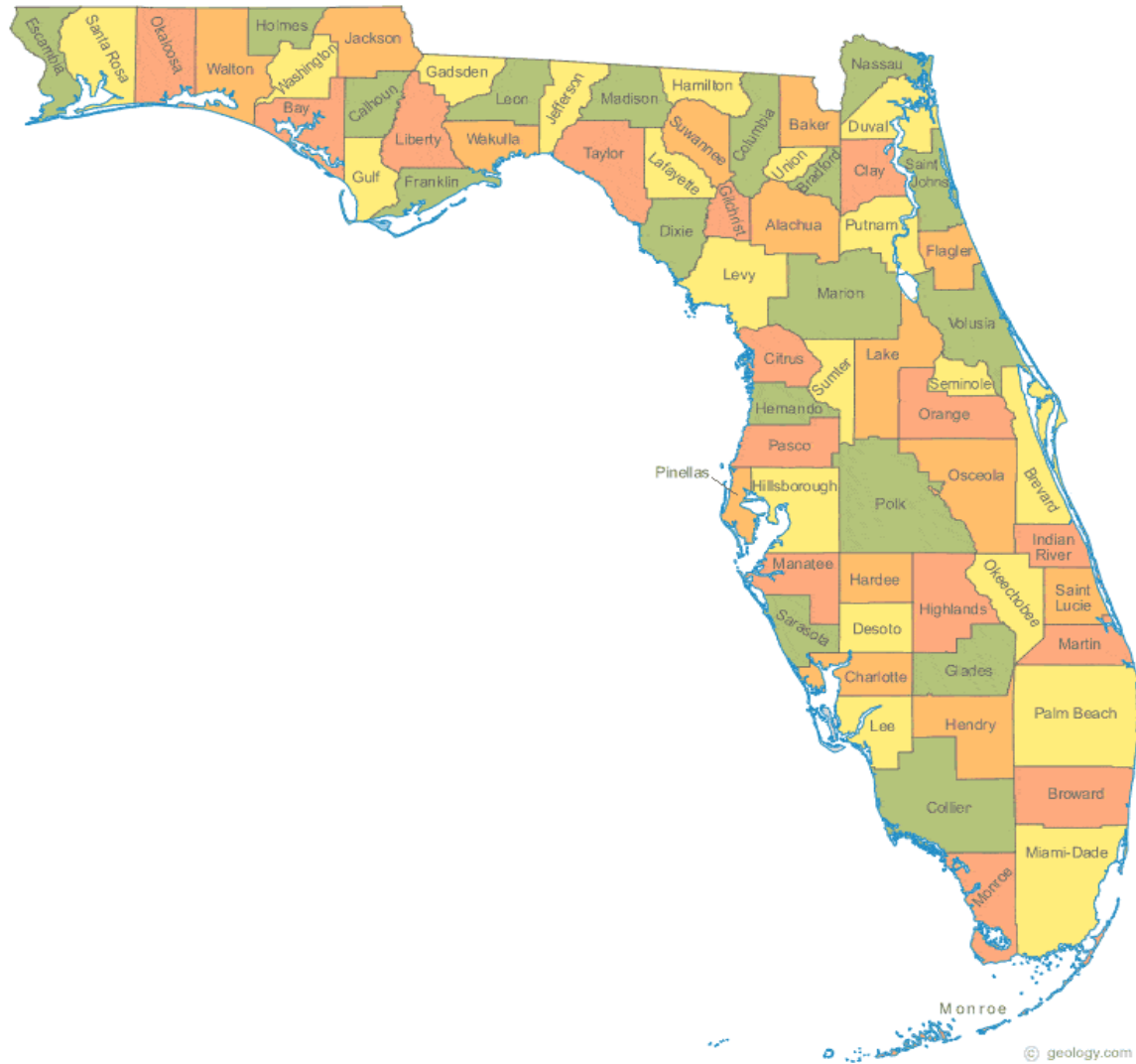
Preplanning/ Training	Personnel	Activity	Location
April 19, 7:00PM EDT	All Participants	SET Final Review/Q&A	Zoom link will be sent to those registered to participate in the Exercise

October 1, 2022	Personnel	Activity	Location
9:00AM EDT	All Participants	Check in to the NFL ARES Net if possible	On the Air
9:00AM EDT	State EOC Communicators	Exercise Begins State DEM interrupts morning net to advise of a statewide communications outage	On the Air
9:05AM EDT	All Teams	Participate in the State EOC Net	On the Air (SARNET)
9:05AM EDT	Team Leaders	Initiate your team activation procedures. Use traditional and non- traditional communications methods as the Internet, telephone lines, text messaging, email may be unavailable	Local Municipality
9:15AM EDT	Team Leaders	Open Inject 01	Locally
9:20AM EDT	Team Leaders  Deployed Participants	Verify communications with your team members at shelters, hospitals, etc, if applicable	On the Air
9:30AM EDT	State EOC Communications	.State leadership asks for ARES POC for nets to be activated	Locally
9:30AM EDT	ARES POC  Net Controls	Activate command, resource, and traffic nets. Frequency of nets announced on SARNET.	On the Air
9:35AM EDT	Team Leaders	Open Inject 02	Locally
9:35AM EDT through 12:30PM EDT	State EOC Communications	Monitor command net, SARNET, and Winlink traffic	State EOC
9:45AM EDT	Team Leaders	Open Inject 03	Locally
10:00AM EDT	Exercise Director	Announces an Inject on	On the Air

		the command and SARNET	
10:00AM EDT	Team Leaders	Open Inject 04	Locally
10:15AM EDT	Team Leaders	Open Inject 05	Locally
10:15AM EDT	Net Controls	Request that any monitoring amateur provide a situation report of the status of their poer, cellular, internet, landline, and power utility provider via the resource net or Winlink	On the Air (Resource Net)
10:30AM EDT	Team Leader	Open Inject FW	Ft. White Only
10:45AM EDT	Team Leaders	Open Inject 06	Locally
11:00AM EDT	All Teams	Obtain “information bulletin Alpha” from a SHARES resource. This can be done directly on the SHARES net by SHARES capable stations, requesting the information from another station that does have SHARES, or using the SHARES interoperability channel	On the Air
11:15AM EDT	All Teams	Obtain “information bulliten Bravo” from @FLEMCOMM JS8 station groUp information. This is a bonus activity for those wishing to test the capability.	On the Air
11:30AM EDT	Controllers	End of Exercise. Please join the hotwash Zoom Sessison	Pleas use <a href="#">this link</a> to register for the meeting.

Post Exercise Activities	Personnel	Activity	Location
By 5/07/2023	Team Leaders	Provide AAR, ICS-204, and ICS-309 forms digitally to Exercise Director.	arc.thanes@srcares.org
5/13/2023 11:00am EDT	All Participants	Full hotwash/review	Please use <a href="#">this link</a> to register for the meeting.

## Appendix D: Exercise Site Maps



## Appendix E: Exercise Scenario

Tensions have continued to rise between the United States and nation states that have adversarial relationships with us. Over the last few months, the State of Florida has seen a rise in Cyber based attacks targeting various telecommunications and infrastructure services throughout its counties. To date the attacks have been benign and have only caused minor or brief outages of services including internet and cellular services.

### Weather

Real world weather conditions will be utilized for this exercise.

### Major Events

On April 22, 2023, at approximately 0900 EDT, news stations across the state have reported mass outages of all telecommunications services throughout the state of Florida. Service outages began with internet service being unavailable, but the outages have since spread to cellular and traditional voice communications methods. It is believed that Florida is being targeted due to its high volume of tourism

As the minutes go by the situation continues to worsen with sweeping blackouts in various portions of the state. Panic is evident among the citizens as roads become gridlocked in an attempt to buy supplies, groceries, and fuel in fears that supply may not be available.

Additionally, lines at banks begin to form due to fears that credit and debit cards may be unusable, and citizens begin withdrawing cash at an alarming rate.

Emergency Managers from many counties begin level 1 activation activities to open shelters for those in fear of wide spread power outage and food shortages. Included in this level 1 activation for each county are amateur radio, SHARES, and AUXCOMM volunteers. County Emergency Managers have asked for these communicators to station at shelters, hospitals, and emergency operation centers due to a total loss of traditional communications methods. Additionally, they are asking for the capability to allow citizens to send messages outside of the state via amateur radio if capacity allows.

Columbia County is active at Level 2.

The Governor has declared a state of emergency in Florida. The Florida Division of Emergency Management broadcasts a message to any monitoring amateur radio operator asking them to send in situation reports from within the state to the State EOC via voice or the Winlink messaging system. Several nets are established to provide communication flow between local counties and the State Division of Emergency Management. Communicators should use any method available to assist in establishing and maintaining communications throughout the state.

**Partner organizations such as CISA have contacted FDEM (Florida Division of Emergency Management) and offered their assistance providing communications. To help with radio communications in the southern part of the state, these resources are being used as relays to the FDEM.**

## PARTICIPANT STATUS INFORMATION

### Exercise Scenario

Over the last few months, the State of Florida has seen a rise in Cyber based attacks targeting various telecommunications and infrastructure services throughout its counties. To date the attacks have been benign and have only caused minor or brief outages of services including internet and cellular services.

On April 22, 2023, at approximately 0900 EDT, news stations across the state have reported mass outages of all telecommunications services throughout the state of Florida. Service outages began with internet service being unavailable, but the outages have since spread to cellular and traditional voice communications methods. As the minutes go by the situation continues to worsen with sweeping blackouts in various portions of the state. Panic is evident among the citizens as roads become gridlocked in an attempt to buy supplies, groceries, and fuel in fears that supply may not be available. Additionally, lines at banks begin to form due to fears that credit and debit cards may be unusable, and citizens begin withdrawing cash at an alarming rate.

Fuel supplies and stored batteries have gradually been drained down as this disaster has worn on, and at this point you are nearing the end of conventional backup energy sources.

For your Individual Situation use the LAST NUMBER of your house address number to determine the current status of your location, to be reported in structured format:

Last Digit of House Address	Landline status	Cell phone status	AM/FM	TV Status	Public Works	Comm. Power	Internet	Other comments
0	N/A	busy	1 stn	none	water off	none	none	smoke to the east
1	N/A	busy	none	none	water on	none	none	gunshots from the west
2	not working	no bars	none	none	water off	none	none	fire to the south
3	Not working	no bars	none	none	water on	none	none	Neighbor in labor
4	busy tone	no bars	2 stns	none	water brown	none	none	Neighbor having heart attack
5	N/A	busy	none	none	water stinks	none	Satellite	smoke visible south
6	not working	occ text msgs	none	none	water off	none	none	smoke visible north
7	busy tone	not working	none	none	water on	none	none	gunshots from the east
8	not working	busy	none	none	water off	none	none	firefight to the south
9	not working	busy	none	none	water off	none	none	calm here



# Appendix F

## Suggested Forms & Usage Examples

<span style="color: red; font-weight: bold;">Columbia County ARES</span> FIELD SITUATION REPORT			
PRECEDENCE: Z-Flash O-Immediate P-Priority R-Routine DATE/TIME: _____ <i>Deliver: Flash=NOW, Immediate=20 minutes, Priority=60 minutes, Routine=When Time Permits</i>			
FROM:			
TO:			
(CC):			
<i>Call signs or E-mails entered into the <b>TO</b> or <b>INFO</b> fields above, can be multiples separated by a semicolon ;</i>			
<b>1. Is there an EMERGENT/LIFE SAFETY Need? YES NO</b>			
2. Street:	City:	County:	State:
3. Latitude and Longitude: LAT _____ LON. _____			
<span style="color: red;">LAT and LON are required to map this Report. If entering manually use Decimal Degree format</span>			
4. Landline Phone functioning?	YES	NO	Unknown - N/A
5. Cell phone functioning?	YES	NO	Unknown - N/A
6. AM/FM Broadcast Stations functioning?	YES	NO	Unknown - N/A
7. TV functioning?	YES	NO	Unknown - N/A
	OTA	Cable	Satellite
8. Public Water Works functioning?	YES	NO	Unknown - N/A
9. Commercial Power functioning?	YES	NO	Unknown - N/A
9c. Natural Gas Supply functioning?	YES	NO	Unknown - N/A
10. Internet functioning?	YES	NO	Unknown - N/A
11. NOAA weather radio functioning?	YES	NO	Unknown - N/A
12. Additional Comments: <i>Brief summary of current situation - expected outage times, major observations, etc.</i>			

## COUNTY LEVEL DATA AGGREGATION

DATE: \_\_\_\_\_

Note: This page has space for five reporting units (deployed shelter volunteers, neighborhood reporting units, etc.) Make additional copies to accommodate additional reports.

	<b>REPORTING UNIT</b>				
SPOTREP FROM UNIT:					
TIME RECEIVED:					
LOCATION:					
	<b>SITUATIONAL REPORT</b>				
LANDLINE:					
CELL:					
AM/FM Broadcast:					
TV Stations:					
Public Water:					
Commercial Power:					
Internet:					
Additional Comments					
Point of Contact:					

**EXAMPLE OF A Field Situation Report SENT AS AN ICS-213**

GENERAL MESSAGE		
TO: SAM MORGANSTIEN	POSITION: Columbine County EM	
FROM: SUE SMITH	POSITION: RADIO SHELTER FT WHITESBORO	
SUBJECT: <b>Field Situation Report</b>	DATE: MAR 19 2022	TIME: 1900 LOC
MESSAGE:		
<p>REPORTING FT WHITESBORO ROFLIDA SHELTER . LANDLINE NO SOUND. CELLPHONES NO DIAL TONE. TWO FM STATIONS ON EMERGENCY POWER. NO TV STATIONS. WATER PRESSURE REDUCED, UNKNOWN PURITY. NO COMMERCIAL POWER. NO INTERNET. ADDITIONAL COMMENTS: 21 SHELTER RESIDENTS, NONE ILL OR INJURED, ADEQUATE PORTABLE TOILETS BUT LIMITED FOOD SUPPLIES SUFFICIENT ONLY FOR 6 MORE HOURS. POINT OF CONTACT SUE SMITH ON COLUMBINE COUNTY ARES VHF COMMAND NET..</p>		
SIGNATURE: SUE SMITH	POSITION: RADIO VOLUNTEER	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

# Agency Situation Report

Incident/ Event Name:		Agency or Group Reporting:	
Date		Time:	Task No.
Prepared by:	Name	Dept/Agency	Contact Number

**Current Situation:** What is currently occurring within the area of responsibility for the Section/Function?

Percent of Electrical Services Operational (0-100):

Households without safe water:

Status of Broadcast Communications (describe):

Number of Persons in Shelters:

Number of Personals Hospitalized:

**Outstanding Issues/Challenges:** What issues within the current operational period still need to be resolved?

**Anticipated Priorities/Activities:** What will the Section/Function priorities be during the next operational period?

**Other Comments/Issues:** Are there any public information (media), safety or other issues that need to be reviewed?

Distribution:                      State\_\_                      City\_\_                      Planning\_\_                      Other: \_\_\_\_\_

**EXAMPLE OF AGENCY SITUATION REPORT  
TRANSMITTED BY VOICE AS AN ICS-213**

TO: JOHN JONES			POSITION: ROFLIDA DIV EMERGENCY MGT SUPERVISOR		
FROM: SUE TERRANCE			POSITION: MERITORIOUS COUNTY EM		
SUBJECT: MERITORIOUS COUNTY SITUATION REPORT			DATE: MAR 19 2022	TIME: 1930LOC	
MESSAGE:					
<p>CURRENT SITUATION. MULTIPLE TORNADO TOUCHDOWNS. 35 PERCENT ELECTRICAL SERVICES OPERATIONAL. 90 PERCENT HOUSEHOLDS WITHOUT SAFE WATER.. ONE REMAINING COMMERCIAL BROADCAST RADIO AM.. NO REMAINING TELEVISION BROADCAST. 1300 PERSONS IN SHELTERS. HOSPITAL OCCUPANCY 776 OR 120 PERCENT OF NORMAL CAPACITY.</p> <p>OUTSTANDING ISSUES. PUBLIC SERVICE TRUNKING SYSTEM OVERLOADED. PUBIC TELEPHONE SYSTEM OVERLOADED. 911 CENTER MARGINAL FUNCTION.</p> <p>ANTICIPATED PRIORITIES AND ACTIVITIES. PROVIDING FOOD WATER TO SHELTERS AND OPENING THREE ADDITIONAL SHELTERS, MOVING BACKUP GENERATORS TO ESSENTIAL FACILITIES.</p> <p>OTHER COMMENTS. ICS 213 RESOURCE REQUEST IMMINENT..</p>					
SIGNATURE: SUE TERRANCE			POSITION: MERITORIOUS COUNTY EM		
REPLY:					
DATE:	TIME:	SIGNATURE/POSITION:			

## WINLINK INCIDENT STATUS REPORT

INCIDENT STATUS REPORT		
<a href="#">Setup</a>	<a href="#">Click to add your agency or group</a>	<a href="#">Load Incident Status data</a> <a href="#">Form Info</a>
1. Incident Name: <input type="text"/>	2. WebEOC Incident (as applicable): <input type="text"/>	
3. Incident Date/Time: <input type="text"/>	4. Report Version (Check one): <input checked="" type="radio"/> Initial <input type="radio"/> Update <input type="radio"/> Final	
5. Type of Incident (Check all that apply):		
<input type="checkbox"/> Severe Storm/Flood	<input type="checkbox"/> Pre-Planned Event	<input type="checkbox"/> HAZMAT
<input type="checkbox"/> Severe Winter Weather	<input type="checkbox"/> Dam/Levee	<input type="checkbox"/> Utility Disruption
<input type="checkbox"/> Public Health	<input type="checkbox"/> Active Threat/Civil Disturbance	<input type="checkbox"/> Earthquake
<input type="checkbox"/> Fire	<input type="checkbox"/> Aircraft Disaster	<input type="checkbox"/> Other (Specify): <input type="text"/>
6. Situation Summary as of Time of Report: <input style="width: 100%; height: 20px;" type="text"/>		
7. Future Outlook/Goals/Needs/Issues: <input style="width: 100%; height: 20px;" type="text"/>		
8. County Emergency Operations Center (EOC) Status (Check one):		
<input checked="" type="radio"/> Closed	<input type="radio"/> Activated Hours of Operation: <input type="text"/>	<input type="radio"/> Monitoring (minimal staffing) Hours of Operation: <input type="text"/>
9. Local Disaster Declaration Status (Check one):		
<input checked="" type="radio"/> No declaration/Declaration not anticipated	<input type="radio"/> Declaration anticipated	<input type="radio"/> Local disaster declaration Date/time of declaration: <input type="text"/>
10. Number of Confirmed Incident Injuries: <input type="text"/>	11. Number of Confirmed Incident Fatalities: <input type="text"/>	
12. Number and Location(s) of Shelters Established: <input style="width: 100%; height: 20px;" type="text"/>		
13. Have Evacuations Been Implemented?		
<input checked="" type="radio"/> No/None anticipated	<input type="radio"/> Yes (If yes, describe):	<input type="radio"/> Evacuations anticipated (Describe):
	<input style="width: 100%; height: 20px;" type="text"/>	
14. Date/Time of Report: <input type="text"/>	15. Report Submitted By: <input type="text"/>	16. Contact Info: <input type="text"/>
<input type="button" value="Save Incident Status data"/> <input type="button" value="Submit"/> <input type="button" value="Reset Form"/> <span style="margin-left: 20px;">Version 2.3</span>		

## EXAMPLE OF WINLINK INCIDENT STATUS REPORT DELIVERED AS ICS-213

TO: JIM JONES	POSITION: ROFLIDA DIV EMERGENCY MANAGEMENT	
FROM: SUE TERRANCE	POSITION: MERITORIUS COUNTY EM	
SUBJECT: WINLINK INCIDENT STATUS REPORT EXERCISE 2022 WHIRLWIND BOOM	DATE: MAR 19 2022	TIME: 1930 LOC
MESSAGE:		
<p>INCIDENT TYPE: OTHER, MULTIPLE TORNADO TOUCHDOWN.</p> <p>SITUATION SUMMARY: MASSIVE LOSS OF ELECTRICAL AND WATER AND COMMUNICATIONS SYSTEMS AND DAMAGE TO APPROX 35 PERCENT OF COUNTY HOUSING. HOSPITAL AT 120 PERCENT CAPACITY.</p> <p>FUTURE: NEED EMERGENCY GENERATORS, CELL COWS, TRIAGE TEAMS, SEARCH AND RESCUE, FOOD AND WATER SUPPLIES FOR SHELTERS.</p> <p>EOC: ACTIVATED</p> <p>MERITORIUS COUNTY DISASTER DECLARED 1830 LOCAL</p> <p>INCIDENT INJURIES ESTIMATED 1800</p> <p>INCIDENT FATALITIES ESTIMATED 57</p> <p>14 SHELTERS OPENED WITH THREE MORE ANTICIPATED, ALL AT LOCAL ELEMENTARY, MIDDLE OR HIGH SCHOOLS.</p> <p>EVACUATION OF THREE ASSISTED LIVING FACILITIES AND ONE HOTEL ARE UNDERWAY..</p>		
SIGNATURE: SUE TERRANCE	POSITION: MERITORIOUS COUNTY EMERGENCY MANAGER	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:



## Suggested Survivor Messaging Form

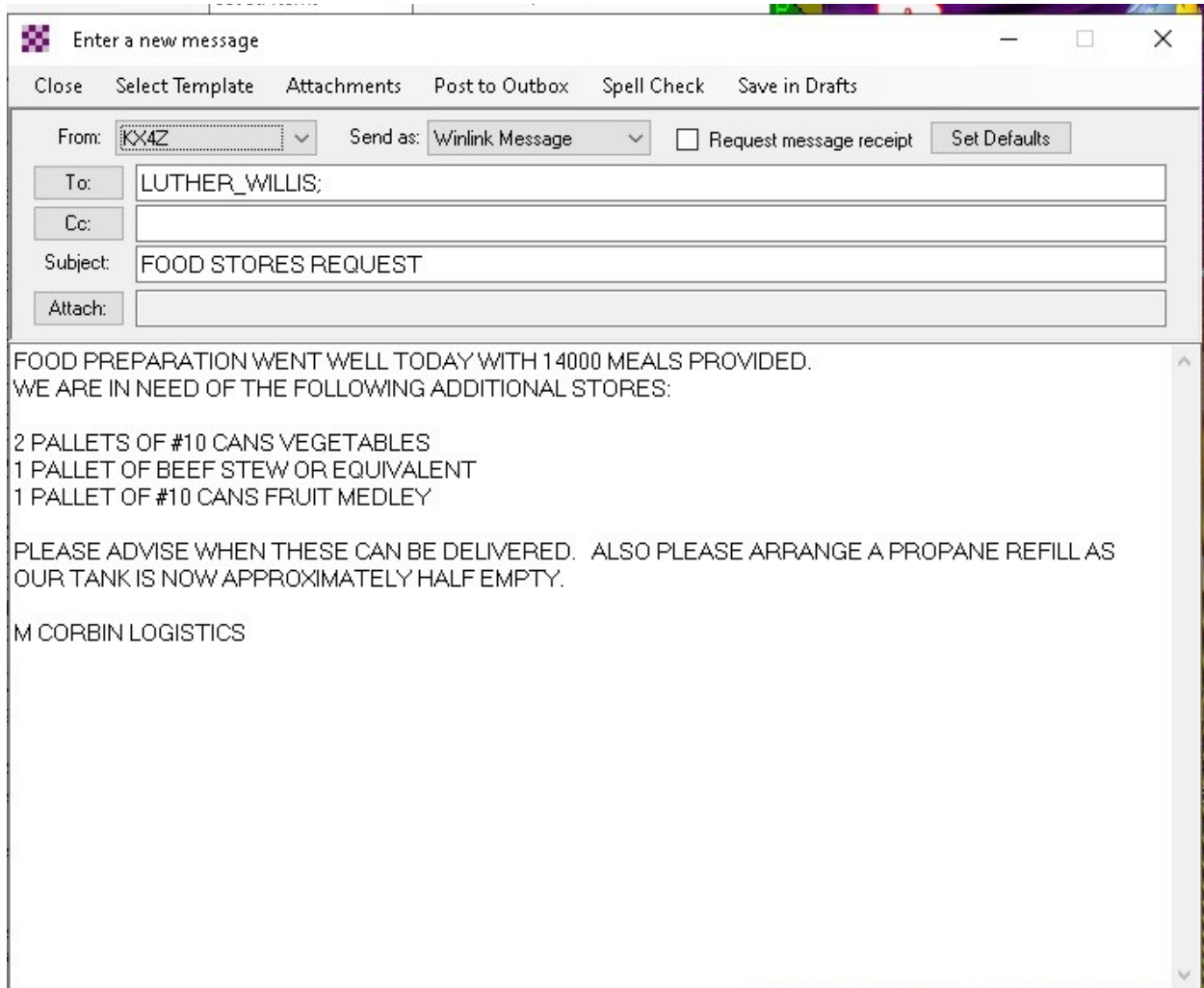
(Use this as a public input form for collecting Health and Welfare messages.)

<p>Columbia County ARES                  OUTGOING MESSAGE TO LOVED ONES</p>	
<p>MESSAGES MUST HAVE AT LEAST EMAIL ADDRESS                  -or- PHONE NUMBER FOR DELIVERY</p>	
<b>FROM:</b>	<i>PRINT YOUR FIRST NAME   LAST NAME below:</i>
<b>DATE:</b>	<i>MONTH DAY, YEAR below:</i>
<b>INCIDENT:</b>	<i>GENERAL NAME OF INCIDENT below:</i>
<b>TO:</b>	<i>PRINT PERSON ADDRESSED TO below:</i>
	<i>PRINT EMAIL ADDRESS below:</i>
	<b>REPEAT PRINT EMAIL ADDRESS</b>
	<i>PRINT <b>PHONE NUMBER</b> INCLUDING AREA CODE ( )</i>
<b>MESSAGE</b>	<b>PRINT MESSAGE TO SEND (MAX 20 WORDS) IN LINES BELOW:</b>
TEST EXERCISE MESSAGE	
<p>MESSAGE CREATOR ACKNOWLEDGES THAT ACCURACY OR EVEN DELIVERY IS                  NOT GUARANTEED THERE IS NO CHARGE FOR THIS SERVICE DONE BY                  VOLUNTEERS.  <b>DO NOT PUT EMBARRASSING OR PRIVATE DETAILS AS THIS MESSAGE WILL                  NOT BE ABLE TO BE KEPT CONFIDENTIAL.</b></p>	

## EXAMPLE OF A SURVIVOR MESSAGE TRANSMITTED AS AN ARRL RADIOGRAM

Amateur Radio "Radiogram"																	
NR	PRECED	HX	Stn of Origin	Check	Place of Origin	Time Filed	Date Filed										
133	W		K4AAA	17	NEWTOWN		MAR 19										
<p>Addressed TO: _____</p> <p>TOM JONES _____</p> <p>_____</p> <p>_____</p> <p>email <u>TJONES12@GMAIL.COM</u> _____</p> <p>phone <u>123 456 7891</u> _____</p> <p>&lt;BT&gt;</p> <p>TEST EXERCISE MESSAGE X TRYING OUT THIS HAM RADIO NETWORK</p> <p>X HOPE THIS MESSAGE FINDS YOU WELL</p> <p>&lt;BT&gt;</p> <p>SIGNATURE: _____ SUE SMITH _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">RCVD FROM</td> <td style="width: 20%;">DATE</td> <td style="width: 10%;">TIME</td> <td style="width: 20%;">SENT TO</td> <td style="width: 20%;">DATE</td> </tr> <tr> <td>TIME</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								RCVD FROM	DATE	TIME	SENT TO	DATE	TIME				
RCVD FROM	DATE	TIME	SENT TO	DATE													
TIME																	

## EXAMPLE OF EMAIL DATA RESOURCE REQUEST FOR AN NGO



The screenshot shows an email client window titled "Enter a new message". The window has a menu bar with "Close", "Select Template", "Attachments", "Post to Outbox", "Spell Check", and "Save in Drafts". Below the menu bar, there are fields for "From:" (KX4Z), "Send as:" (Winlink Message), a checkbox for "Request message receipt", and a "Set Defaults" button. The "To:" field contains "LUTHER\_WILLIS:", "Cc:" is empty, "Subject:" contains "FOOD STORES REQUEST", and "Attach:" is empty. The main body of the email contains the following text:

FOOD PREPARATION WENT WELL TODAY WITH 14000 MEALS PROVIDED.  
WE ARE IN NEED OF THE FOLLOWING ADDITIONAL STORES:

2 PALLETS OF #10 CANS VEGETABLES  
1 PALLET OF BEEF STEW OR EQUIVALENT  
1 PALLET OF #10 CANS FRUIT MEDLEY

PLEASE ADVISE WHEN THESE CAN BE DELIVERED. ALSO PLEASE ARRANGE A PROPANE REFILL AS  
OUR TANK IS NOW APPROXIMATELY HALF EMPTY.

M CORBIN LOGISTICS

<b>COMM LOG ICS 309-</b>		<b>1. Incident Name and Activation Number</b>		<b>2. Operational Period (Date/Time)</b>  From: _____ To: _____	
<b>3. Radio Net Name (for NCOs) or Position/Tactical Call</b>			<b>4. Radio Operator (Name, Call Sign)</b>		
<b>5. COMMUNICATIONS LOG</b>					
Time (24:00)	FROM		TO		Message (INDICATE IF SURVIVOR MESSAGE)
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	

**ACTIVITY LOG (ICS 214)**

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____	
		Time From: _____ Time To: _____	
<b>3. Name:</b>	<b>4. ICS Position:</b>	<b>5. Home Agency (and Unit):</b>	
<b>6. Resources Assigned:</b>			
Name	ICS Position	Home Agency (and Unit)	
<b>7. Activity Log:</b>			
Date/Time	Notable Activities		
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
<b>ICS 214, Page 1</b>		Date/Time: _____	

## Appendix F: Acronyms and HSEEP Standard Verbiage

Acronym	Term
DHS	U.S. Department of Homeland Security
ExPlan	Exercise Plan
HSEEP	Homeland Security Exercise and Evaluation Plan
SME	Subject Matter Expert
ICS	Incident Command System