Appendix C: Communications Plan

# Exercise Start, Suspension, and Termination Instructions

The exercise is scheduled to run for [insert Exercise Duration] or until the Exercise Director and Senior Controller determine that 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 communications network.

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

# Player Communications

Players 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 usually would be available for an actual emergency. In no instance will exercise communications 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 venues will be [insert means of communication, i.e., radio (channels), telephone]. A list of key telephone and fax numbers and radio call signs will be available as a Communications Directory before the exercise starts.

# Communications Check

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

# Player Briefing

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

# Public Affairs

This exercise enables players to demonstrate increased readiness to deal with a [insert type of incident]. Any public safety exercise may be a newsworthy event. Special attention must be given to the needs of media representatives, allowing them to get as complete and accurate a story as possible; however, their activities must not compromise exercise realism, safety, or objectives.

[insert Sponsor Agency] and participating agencies are responsible for disseminating public information before the [insert Exercise Name]. [insert Sponsor Agency] will coordinate this function.