



L930 IEMC: Yolo Operational Area Exercise

Exercise Plan

05/18/2017

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.

EXERCISE OVERVIEW

Exercise Name	Yolo Operational Area EOC Exercise
Exercise Dates	05/15/2017 – 05/18/2017
Scope	This exercise is a three day training and full day Functional Exercise (FE), planned for 32 hours at various locations throughout the Yolo Operational Area. Functional Exercise play is limited to local Emergency Operations Centers (EOCs).
Mission Area(s)	Response & Recovery
Core Capabilities	Public Information and Warning, Operational Coordination, Intelligence and Information Sharing, Threats and Hazard Identification, Situational Assessment.
Objectives	Practice the ability to provide timely, accurate and actionable information between the five functions of the EOC and among multiple jurisdictional EOCs through the Yolo Operational Area. Establish and maintain six Emergency Operations Centers. Deliver coordinated, prompt, reliable, and actionable information to the whole community. Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard.
Threat or Hazard	Flood
Scenario	Three additional Atmospheric Rivers are expected to hit the Yolo Operational Area beginning on February 23 rd 2017. Compiled with the already unusually wet season in January and February, these storms are expected to damage multiple jurisdictions within the Operational Area.
Sponsor	The member agencies of the Yolo Joint Emergency Management System
Participating Organizations	The cities of West Sacramento, Winters, Woodland, and Davis; the Yolo County Housing Authority; the County of Yolo; the California Governor’s Office of Emergency Services; the Federal Emergency Management Agency; and the Yocha Dehe Wintun Nation
Point of Contact	Dana Carey, Yolo Office of Emergency Services, (530) 406-4933, dana.carey@yolocounty.org

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 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.

Exercise Objective	Core Capability
Practice the ability to provide timely, accurate and actionable information between the five functions of the EOC and among multiple jurisdictional EOCs through the Yolo Operational Area.	Operational Coordination, Threats and Hazard Identification
Establish and maintain six Emergency Operations Centers. Deliver coordinated, prompt, reliable, and actionable information to the whole community.	Public Information and Warning and Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard.	Intelligence and Information Sharing

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 sites, and act in the roles of organizations or individuals that are not playing in the exercise. Yolo OES & FEMA EMI staff are serving as the Controller’s for this exercise
- **Simulators.** Simulators are control staff personnel who role play nonparticipating organizations or individuals.
- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise.
- **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.

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.
- Simulators will be playing the role of ANY external partners. ONLY the Emergency Operations Centers throughout the County will be participants.
- Exercise players will respond in accordance with the existing plans, procedures, and policies. In the absence of applicable plans, procedures, or policies, players are asked to apply individual and/or team initiative to satisfy response requirements.

Artificialities

During this exercise, the following artificialities apply:

- Exercise communication and coordination is limited to participating exercise organizations, venues, and the Simulators.
- Only communication methods listed in the Communications Directory are available for players to use during the exercise.

EXERCISE LOGISTICS

Exercise Simulations

Simulation during this functional exercise is required to compensate for non-participating organizations, individuals, and field units that would actually be deployed in a real-world response. Although simulations may detract from exercise realism, the simulated incidents, (messages from and to simulated entities) provide the means to facilitate exercise play and provide for the testing of exercise objectives and performance criteria.

The exercise control/simulation team will represent all persons, agencies, response units, and citizens of the community, and higher levels of government. When players determine the need to deploy, recall, or otherwise task any resources, they should attempt to follow existing procedures and contact the appropriate individual(s) on the control and simulation team. As the exercise is being played in a real-time environment, the control/simulation team will advise the players of information such as when the resource(s) arrives on site, the situation found upon their arrival, and so on.

Safety

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

- The FEMA EMI staff will serve as the Safety Controllers for this exercise. They are responsible for participant safety; any safety concerns must be immediately reported to them. These staff will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed.
- 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 FEMA EMI staff who will in turn notify the Simulation Cell to halt exercise play, so that properly trained local personnel within the EOC may render aid.

Site Access

Security

Access to the local EOCs is controlled. To prevent interruption of the exercise, access to the local EOCs is limited to exercise participants.

Observer Coordination

Organizations with observers wishing to attend the event should coordinate with Yolo County OES staff for access to any of the local EOCs. Due to space constraints within these EOCs, only a select few observers can be accommodated during the 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, the FEMA EMI staff will facilitate a Hot Wash to allow players to discuss strengths and areas for improvement.

Controller and Evaluator Debriefing

Controllers, simulators and evaluators attend a facilitated C/E Debriefing immediately following the exercise. During this debriefing, controllers and evaluators provide an overview of their observed functional areas and discuss strengths and areas for improvement.

Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. Participant Feedback Forms will be collected at the conclusion of the Hot Wash.

Evaluation

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.

Improvement Plan

The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. It is created by the Yolo OES staff, and validated by the members of the Joint Emergency Management Services system in Yolo.

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 FEMA EMI staff.
- All communications (including written, telephone, and e-mail) during the exercise will begin and end with the statement **“This is an exercise.”**
- Exercise players who place telephone calls with the Simulators must identify the organization or individual with whom they wish to speak.

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.
- Respond to EOC activation procedures as realistically as possible. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive.

During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by FEMA EMI staff.
- Simulators will give you only 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, simulators, evaluators or observers. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
- 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 FEMA EMI person.
- 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 communications will begin and end with the statement **“This is an exercise.”** This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- When you communicate with the Simulators, identify the organization or individual with whom you wish to speak.
- Maintain a log of your activities.

After the Exercise

- Participate in the Hot Wash.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness.
- Complete the ICS 226 Form. This form serves as a performance review and will be necessary in the future for EOC Position Credentials
- Provide any notes or materials generated from the exercise to FEMA EMI staff for inclusion in the AAR.

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. Simulators assisting Yolo OES with this exercise may be personnel you have never met, respond to the information they are providing as if the Simulator was the person you are normally used to dealing with.

APPENDIX A: EXERCISE SCHEDULE

Time	Personnel	Activity	Location
May 15, 2017			
08:30	All	National Weather Service Injects are distributed to exercise players	E-mail
May 16, 2017			
08:00	All	National Weather Service Injects are distributed to exercise players	E-mail
08:00-17:00	Plans & Intel, Logistics, Public Information	Instruction day	147 W. Main, 1000 Lincoln Ave, & 120 W. Main - Suite E (Woodland, CA)
May 17, 2017			
08:00	All	National Weather Service Injects are distributed to exercise player	E-mail
08:00-17:00	Policy, Operations, Finance & Admin	Instruction day	625 Court St, 120 W. Main – Suite E, & 147 W. Main (Woodland, CA)
May 18, 2017			
7:00	All	Simulations for Exercise begin	Yolo Operational Area
May 19, 2017			
08:00-12:00	All	Instruction	Local EOCs
13:00-16:00	All	Hotwash	Local EOCs

APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations
Players
City of Davis
City of West Sacramento
City of Winters
City of Woodland
Yolo County Housing
County of Yolo
Yolo Emergency Communications Agency
Pacific Gas & Electric
Yocha Dehe Wintun Nation
Simulators
Federal Emergency Management Agency
National Weather Service
City of Winters
California Governor's Office of Emergency Services
County of Yolo

APPENDIX C: COMMUNICATIONS PLAN

Simulation Cell

Simulator	Number
Allied Agencies	(530) 406-4980
CalOES	(530) 406-4981
City of Winters	(530) 406-4982
Fire Agencies	(530) 406-4983
Flood Operations Center	(530) 406-4986
Law Agencies	(530) 406-4985
Mass Care Agencies	(530) 406-4984
Medical & Health Agencies	(530) 406-4984
Media	(530) 406-4937
National Weather Service	(530) 406-4986
Public/Residents	(530) 406-4982
Public Works	(530) 406-4987
Reclamation Districts	(530) 406-4981
Utilities	(530) 406-4987
Exercise Director	Cell – (530) 400-8203

City of Davis EOC

Standardized Emergency Management Function	Number
Operations	
ESF 6 - Care & Shelter	(530) 747-5457
ESF 3 - Public Works	(530) 747-5456
ESF 4 - Fire	(530) 747-5454
ESF 13 - Police	(530) 747-5455
Logistics	
Planning & Intelligence	(530) 747-5453
SitStat	(530) 747-5452
Finance & Administration	
Management	
PIO	(530) 747-5450 &
Liaisons	(530) 747-5451

City of West Sacramento EOC

Standardized Emergency Management Function	Number
Operations	(916) 617-4751 &/or (916) 373-8957
Logistics	(916) 617-4752 &/or (916) 373-8956
Planning & Intelligence	(916) 617-4754 &/or (916) 373-8955
Finance & Administration	(916) 617-4753 &/or (916) 383-8954
Management	(916) 373-8958 &/or (916) 373-8959

Yolo County Housing Authority EOC

Standardized Emergency Management Function	Number
Operations	(530) 669-2268
Logistics	(530) 669-2265
Planning & Intelligence	(530) 669-2261
Finance & Administration	(530) 669-2267
Management	(530) 669-2260

City of Woodland EOC

Standardized Emergency Management Function	Number
Operations	
Chief	(530) 668-7014
ESF 3 – Public Works	(530) 668-7018
ESF 4 – Fire	(530) 668-7017
ESF 6 – Mass Care	(530) 668-7019
ESF 13 – Law	(530) 668-7016
Vacant Ops	(530) 668-7015
Logistics	
Chief	(530) 668-7012
Facilities & Personnel	(530) 668-7010
Supply-Procurement	(530) 668-7011
Resource Mgt	(530) 668-7013
Planning & Intelligence	
Chief	(530) 668-7006
Demob & Advanced Plans	(530) 668-7004
Documentation	(530) 668-7005
Action Planning	(530) 668-7003
SitStat	(530) 668-7002
Technical Specialist	(530) 668-7024
Finance & Administration	
Chief	(530) 668-7007
Purchasing & Cost Acct.	(530) 668-7021
Timekeep & Comp/Claims	(530) 668-7009
Recovery	(530) 668-7020
Management	
Director	(530) 668-7000
Liaison	(530) 668-7001
Legal Affairs	(530) 668-7023
PIO	(530) 668-7022

Yolo Operational Area EOC

Standardized Emergency Management Function	Number
Operations	
ESF 1 – Transportation	(530) 406-4940
ESF 2 – Communications	(530) 406-4942
ESF 3 – Public Works & Engineering	(530) 406-4943
ESF 4 – Fire	(530) 406-4947
ESF 6 – Mass Care	(530) 406-4944
ESF 8 – Public Health & Medical	(530) 406-4946
ESF 9 – Search & Rescue	(530) 406-4949
ESF 10 – Hazardous Materials	(530) 406-4954
ESF 11 – Ag & Natural Resources	(530) 406-4950
ESF 12 – Utilities	(530) 406-4951
ESF 13 – Public Safety	(530) 406-4948
Logistics	
Facilities	Ext 4204
Resource Management	(530) 406-4967
Supply/Procurement	Ext 4203
Planning & Intelligence	
Action Planning	(530) 406-4961
Situational Status	(530) 406-4960
Finance & Administration	
Compensation/Claims & Timekeeping	(530) 406-4969
Cost Accounting	(530) 406-4970
Purchasing	(530) 406-4975
Recovery	Ext 4201
Management	
Public Information Officer	(530) 406-4936
EOC Main Line	(530) 406-4930
OES Duty Officer	Cell – (530) 867-3025

Yocha Dehe Wintun Nation EOC

Standardized Emergency Management Function	Number
Operations	(530) 796-5951 (530) 796-5949 (530) 796-5950 (530) 796-5945
Logistics	(530) 796-5947 (530) 796-5944 (530) 796-5952
Planning & Intelligence	(530) 796-5953
Finance & Administration	(530) 796-5953
Management	(530) 796-5948

APPENDIX D: EXERCISE SITE MAPS

Figure D.1: City of Davis Emergency Operations Center (EOC)

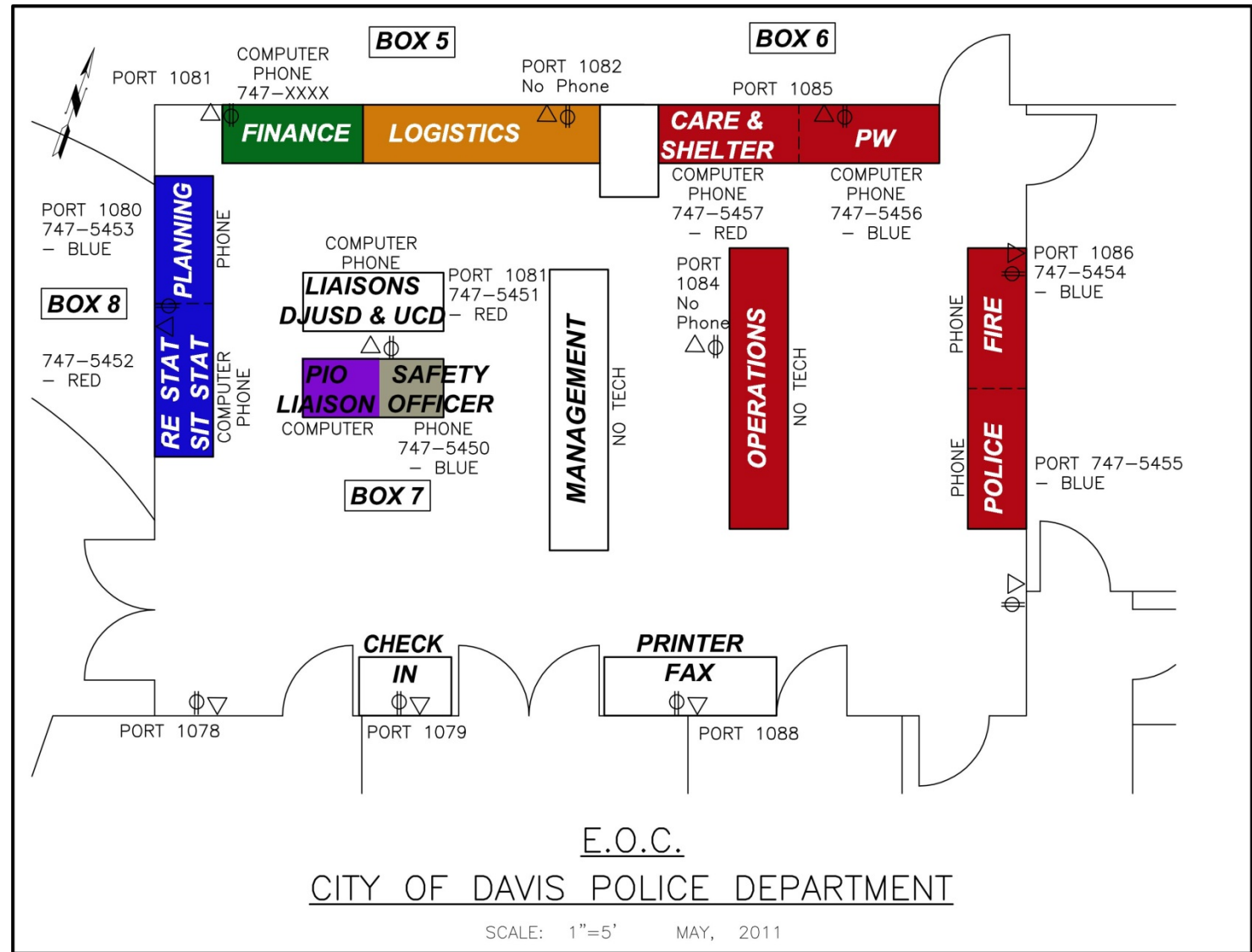


Figure D.2: City of West Sacramento Emergency Operations Center (EOC)



STATION 45 EOC

COMMUNICATION MAP

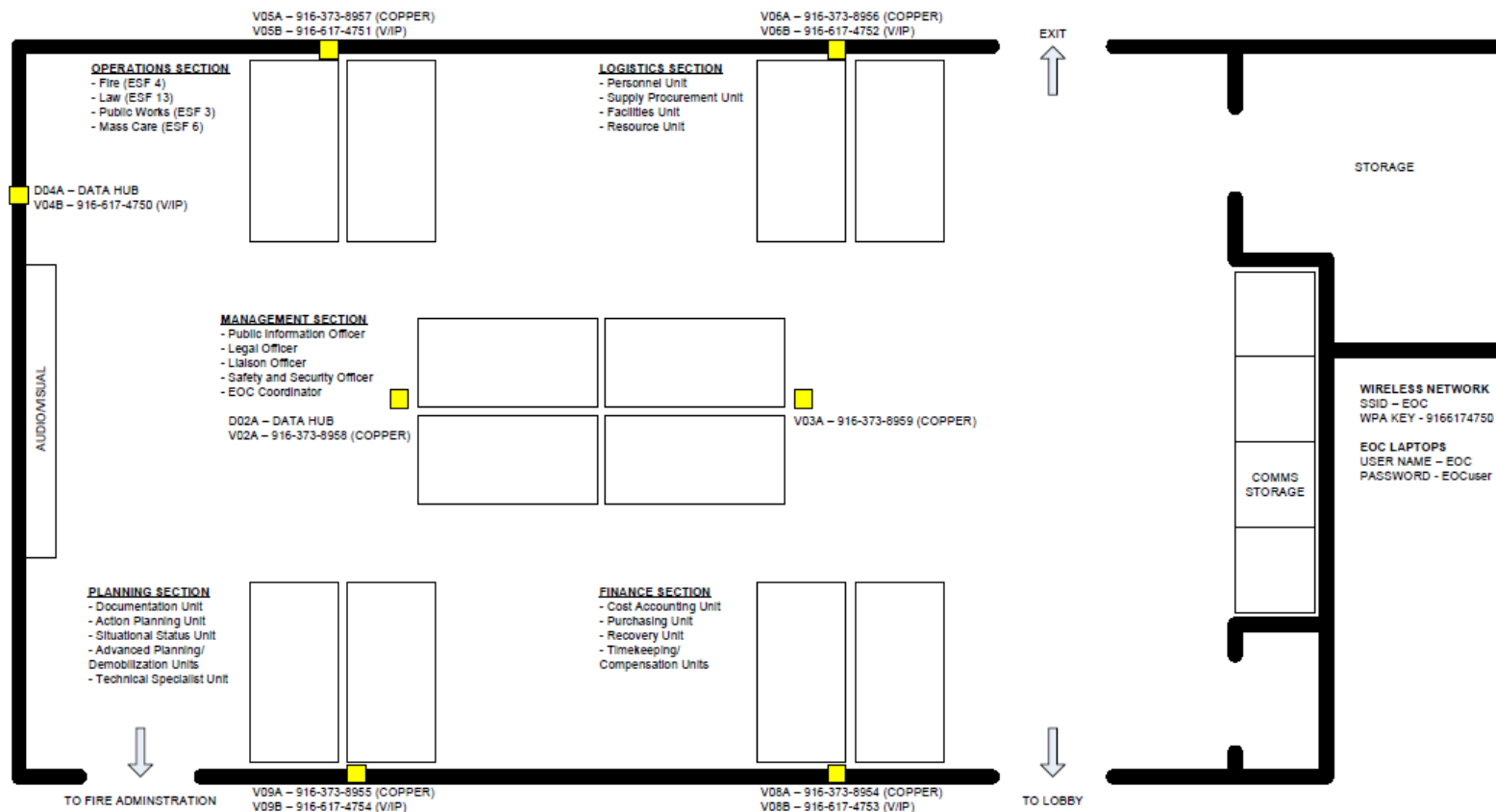




Figure D.3: Yolo County Housing Authority Emergency Operations Center (EOC)

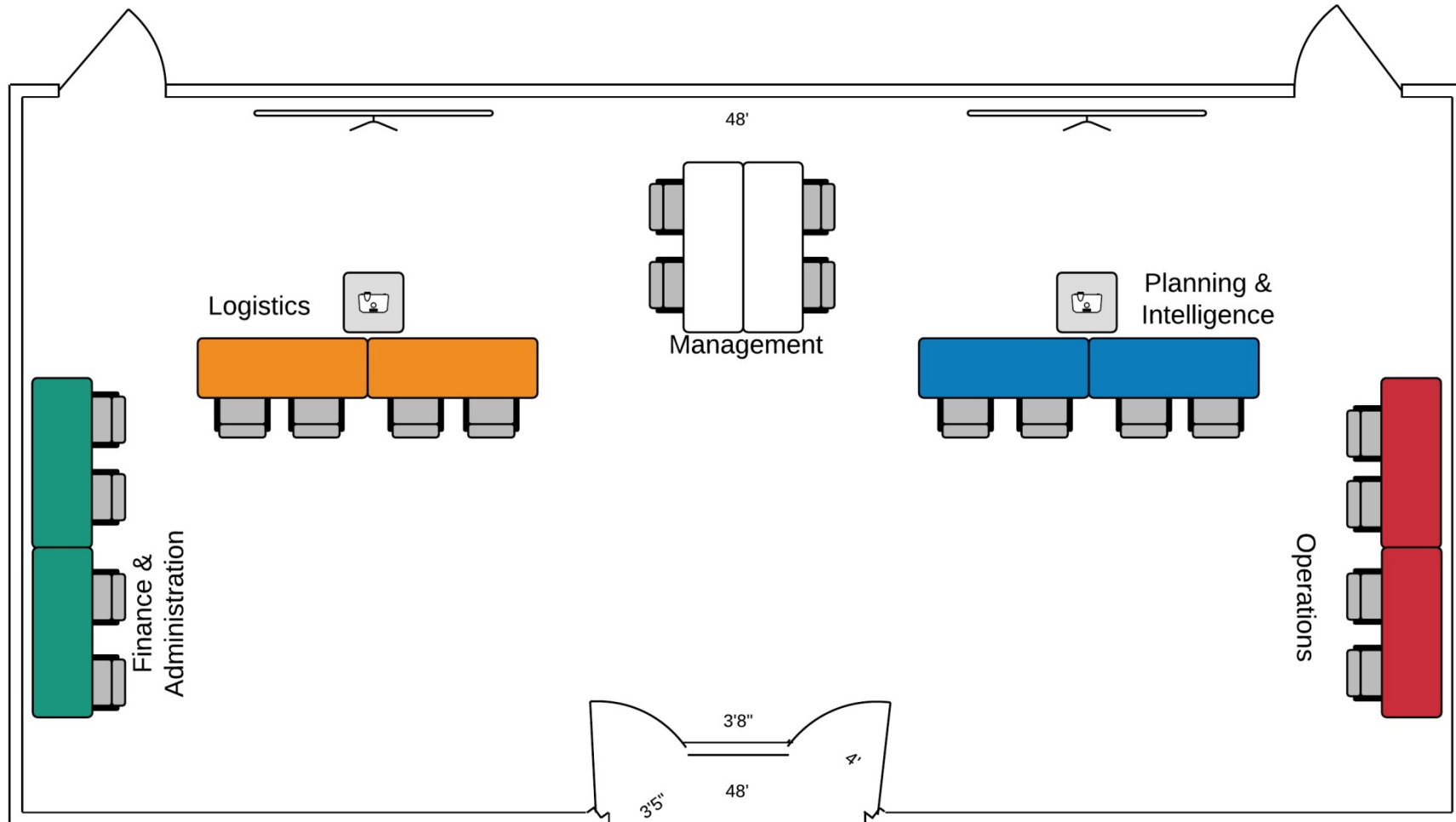




Figure D.4: City of Woodland Emergency Operations Center (EOC)

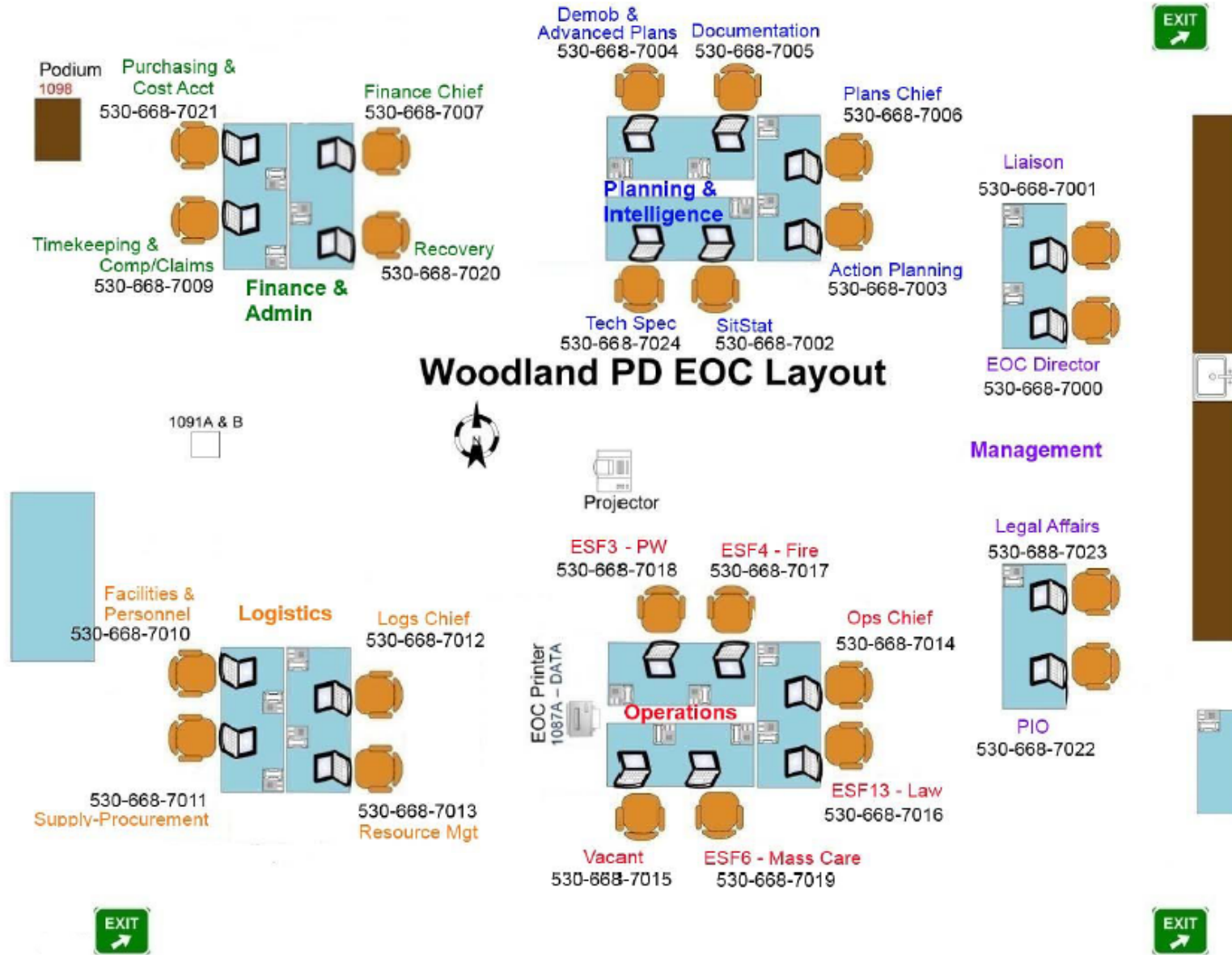


Figure D.5: Yolo Operational Area Emergency Operations Center (EOC)

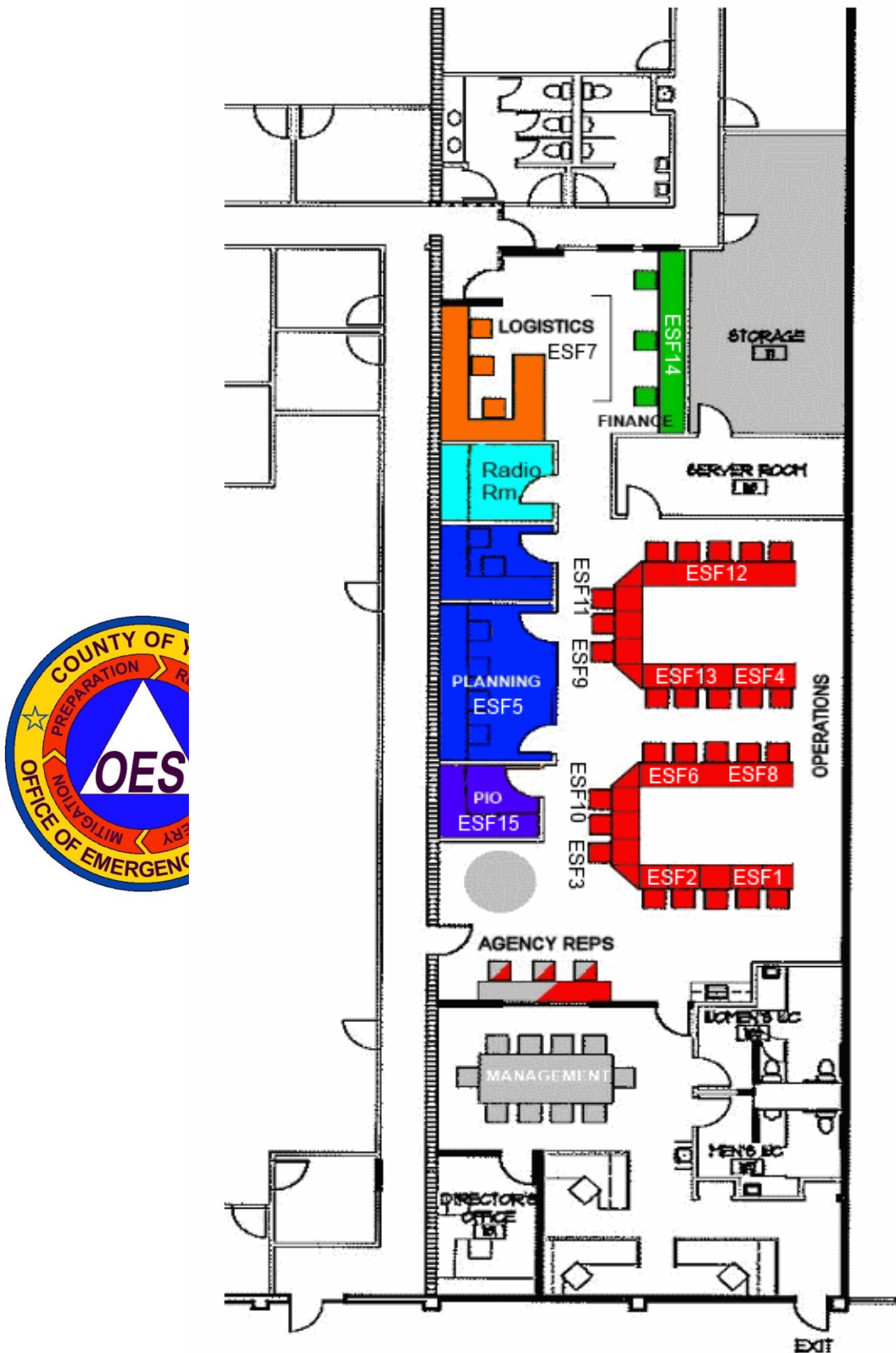
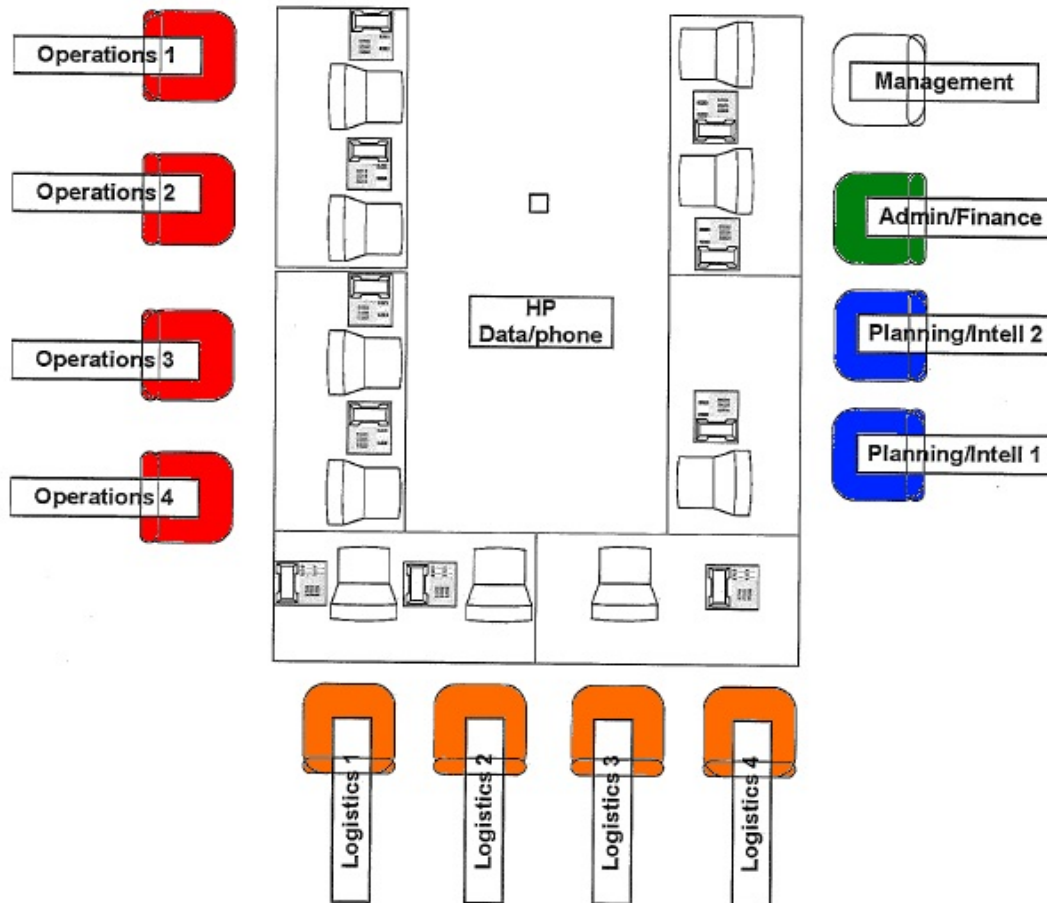
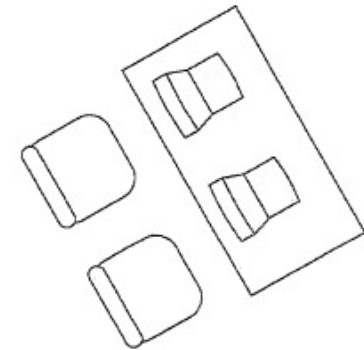


Figure D.6: Yocha Dehe Wintun Nation Emergency Operations Center (EOC)



EOC 796-5740



APPENDIX E: ACRONYMS

Acronym	Term
AAR	After Action Report
C/E	Controller/Evaluator
DHS	U.S. Department of Homeland Security
EMI	Emergency Management Institute
EOC	Emergency Operations Center
ESF	Emergency Support Function
ExPlan	Exercise Plan
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
OES	Office of Emergency Services
PIO	Public Information Officer
POC	Point of Contact
PW	Public Works
SME	Subject Matter Expert