



# Exercise Safety Plan Handbook



Where's WALDO

Exercise Date: September 19, 2009

Published Date: September 3, 2009

**FINAL**



## PREFACE

**Where's WALDO** is sponsored by Prince William County Amateur Radio Emergency Service (PWCARES). This Player Exercise Handbook was produced with input, advice, and assistance from the **Where's WALDO** exercise planning team, which followed the guidance set forth in the Federal Emergency Management Agency (FEMA), Homeland Security Exercise and Evaluation Program (HSEEP).

The Exercise Safety Plan Handbook is a supplement to the **Where's WALDO** Exercise Plan (ExPlan) and provides controllers and evaluators detailed information about the exercise scenario and their specific duties and responsibilities. All participants should refer to the ExPlan for basic information about the exercise, including participating agencies, schedules, briefings, and the responsibilities of various participants. The information in this document is current as of the date of publication, September 3, 2009, and is subject to change as dictated by the **Where's WALDO** exercise planning team.

The **Where's WALDO** is an *unclassified exercise*. The control of information is based more on public sensitivity regarding the nature of the exercise than on the actual exercise content. *This document is intended for the exclusive use of exercise 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 DHS and the **Where's WALDO** exercise planning team.



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## HANDLING INSTRUCTIONS

1. The title of this document is *Where's WALDO Player Exercise Handbook*.
2. The information gathered in this Handbook is *For Official Use Only (FOUO)* and should be handled as *Sensitive But Unclassified (SBU)* 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 Prince William County (PWC) Amateur Radio Emergency Service (ARES) (PWCARES) 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):

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Local POCs:

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## Table of Contents

<b>Preface.....</b>	<b>ii</b>
<b>Handling Instructions.....</b>	<b>iv</b>
<b>Chapter 1: General Information .....</b>	<b>1-1</b>
SITE ACCESS.....	1-1
<i>Security</i> .....	1-1
GUIDELINES FOR EMERGENCY CALL-OFF .....	1-1
<i>Safety and Security</i> .....	1-2
<b>Chapter 2: Contact Information.....</b>	<b>2-1</b>



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## Chapter 1: GENERAL INFORMATION

### Site Access

### Security

The Prince William County EOC staff will provide access control to exercise areas within the EOC to ensure that unauthorized non-participants are denied access and that authorized non-participants transiting the exercise area to reach other work areas do so without deviating from established routes or reasonable travel times. Potomac and Prince William Hospital security staff will provide security and site access at each hospital respectively. Red Cross Chapter House site access is for approved individuals and is at the discretion of the Prince William Chapter of the American Red Cross. Those personnel performing exercise site security are not direct participants in the exercise and will not be exposed (as part of the exercise) to any scenario-related play.

Players 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.

### Guidelines for Emergency Call-Off

Pat Collins and/or any of the PWC EOC Executive Staff, any on the PWC Executive Staff and/or any of the PWC ARES Executive Staff (ECIC/AECs) may unilaterally suspend play or end the exercise at any time when it appears that a real-world emergency may hamper exercise play or jeopardize the safety of exercise participants. Participating organizations also have the option of withdrawing any of their players from the exercise at any time to address matters or concerns directly related to their emergency response missions.

When any event occurs that requires (1) the withdrawal by a participating organization from the exercise or (2) the application of major resources by a participating agency to a real-world event, the Executive Staff will review the impact of such actions on the exercise. If determined appropriate, the Leadership Staff will recommend to the exercise manager that the exercise be temporarily suspended or ended. If appropriate, the exercise manager will announce the decision to suspend or terminate exercise play and an "EMERGENCY EXERCISE SUSPENSION or TERMINATION" message number "EM" will be transmitted to all participating organizations.

Exercise play suspension due to a "Real World Emergency" will be at the direction of the Executive Staff. If exercise play suspension is determined to be appropriate, the exercise suspension message number "RWE" will be transmitted to all participating organizations.

Exercise play resumption will be at the direction of the Executive Staff. If exercise play resumption is determined to be appropriate, the Exercise Resumption message number "ER" will be transmitted to all participating organizations.





## Safety and Security

### General

Exercise participant safety takes priority over exercise events. Although the organizations involved in the *Where's WALDO* 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. 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.

### Accident Reporting

All injuries, incidents, and accidents, regardless of severity, will be reported immediately to the nearest controller. Anyone observing a participant who is seriously ill or injured will first advise the nearest controller and then render first aid, if possible, provided the aid given does not exceed his or her training. For an emergency that requires assistance, the phrase will be **"Real-World Emergency."** 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. 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 SimCell.

The incident site should be controlled by designated safety personnel in accordance with the exercise safety plan or annex. The number of safety personnel will vary with the scope and complexity of the exercise and the physical layout of the site. If certain activities at the site are considered dangerous, site safety personnel should have the authority to alter, suspend, or terminate those activities. An emergency medical team should also be available for injuries that may occur during the exercise. Observers should be escorted by safety or other staff members and be restricted to pre-designated areas.



All participating organizations recognize the importance of conducting an exercise of this magnitude as safely as possible. A Safety Plan will be an integral portion of the exercise planning process.

Exercise play resumption will be at the direction of the Executive Staff. If exercise play resumption is determined to be appropriate, the Exercise Resumption message number “ER” will be transmitted to all participating organizations.

There is no special security issues involved with the exercise, locations or equipment.

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

### **Aggressive Behavior**

Aggressive behavior will not be tolerated anytime 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.).

### **Alcohol**

Alcohol consumption will not be allowed during the exercise. If a controller detects the presence of alcohol on a participant or if a participant is believed to be under the influence, the controller will remove the participant from the exercise and report the participant to his or her supervisor for appropriate follow-on action.

### **Explosives and Pyrotechnics**

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. Eye and ear protection should be worn by any persons in the area explosive devices.

### **Illegal Drugs**

The use of illegal drugs is strictly prohibited. If a controller detects the presence of drugs on a participant or if a participant is believed to be under the influence, the controller will remove the participant from the exercise and report the participant to his or her supervisor for appropriate follow-on action.

### **Prescription Medication**

Participants taking prescription medication will report this information through their chain of command. Supervisors should inform the exercise safety controller of the decision to allow such



an individual to participate. If you use or have any of, but not limited to, the following medical items:

- Allergies/Allergic reactions to medications
- Bee Sting kit
- Epi-Pen
- Nitroglycerine
- Pace Makers
- Rescue Inhaler

This is not designed nor intended to disqualify you from participating in this exercise, but merely to notify the Exercise Safety Controller in the event something happens to you.

## **Weapons**

Federal and contractor 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, less than lethal weapons/tools/devices, and any other object capable of causing bodily harm.

For the purpose of this policy, a “weapon” means all firearms, knives, explosive devices, less than lethal weapons/tools/devices, and any object capable of causing bodily harm.

Qualified personnel (law enforcement, security, military, etc.) with legal authority to carry weapons that 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 that 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.

## **Activity-Specific Safety Requirements**



The Prince William County EOC staff will provide access control to exercise areas within the EOC to ensure that unauthorized non-participants are denied access and that authorized non-participants transiting the exercise area to reach other work areas do so without deviating from established routes or reasonable travel times. Potomac and Prince William Hospital security staff will provide security and site access at each hospital respectively. Red Cross Chapter House site access is for approved individuals and is at the discretion of the Prince William Chapter of the American Red Cross. Those personnel performing exercise site security are not direct participants in the exercise and will not be exposed (as part of the exercise) to any scenario-related play.

## **Operations**

All generating devices will be located in areas in which exhaust gases will not pose any potential for exposure to exercise participants (i.e., located far enough away from buildings to avoid buildup of carbon monoxide inside). In addition, hearing conservation measures will be followed.

## **Weather Considerations**

Actual weather conditions will be used during the exercise; however, wind conditions may be simulated as deemed necessary.

## **Heat Stress**

Heat stress is defined by the following conditions presented in order of increasing severity: heat rash, heat cramps, heat exhaustion, and heat stroke (hot, dry skin). Ambient temperature, ambient humidity, work activity, type/level of PPE, and physical fitness/acclimatization of exercise participants mainly influence heat stress. Generally, exercise participants who will be at the highest risk are personnel required to wear PPE and perform heavy work activity during the warmest times of day.

Heat stress can be controlled by drinking plenty of water (available at the site), avoiding alcohol (before and during exercise), complying with proper work / rest regimens, and maintaining the core body temperature below 100.4°F. The Safety Officer is responsible for assessing exercise participants for heat stress potential and taking prompt corrective action to mitigate dangerous heat stress conditions. Heat stress is generally monitored and controlled according to American Conference of Government Industrial Hygienists (ACGIH) criteria.

Exercise participants who experience a significant heat stress condition (e.g., heat exhaustion and heat stroke) should immediately stop working, inform a Safety Officer, and report to the on-site medical responders. Basic response actions for a victim of severe heat stress include moving to a shaded location (preferably air conditioned), removing PPE/ clothing, and administering water.

## **Hypothermia**

Hypothermia is defined as the progressive cooling of the body. This cooling can occur rapidly (e.g., when a person is immersed in cold water) or gradually (e.g., through general outdoor exposure in cold weather). The body can adjust to a drop of a few degrees of internal body



temperature, but larger temperature losses can result in the inability of the body to regulate its temperature and produce necessary body heat. The signs and symptoms of hypothermia include the following:

- Coordination difficulties (e.g., staggering)
- Decreased level of consciousness
- Drowsiness or inactivity
- Joint/muscle stiffness
- Numbness
- Rapid breathing and pulse at the onset (slow breathing and pulse in severe cases)
- Shivering (or, in severe cases, the absence of shivering)
- Stiff or rigid posture

All exercise participants are susceptible to the effects of hypothermia. Hypothermia can be controlled by removing all wet clothing, gradually warming the victim, giving warm liquids to conscious victims, and keeping the victim warm. All controllers and the safety officer are responsible for assessing exercise participants for cold injury potential and for taking corrective action to mitigate dangerous conditions.

Exercise participants who experience cold injuries or the signs and symptoms of hypothermia should immediately stop working, inform a Safety Officer, and be brought to the on-scene real emergency site.

### **Real World Emergency Procedures**

For an emergency that requires medical assistance, the phrase will be ***“Real World Emergency.”*** The following procedures will be used in case of an **actual emergency** during the exercise:

- The first exercise player, controller, evaluator, or observer who becomes aware of an actual emergency will initiate the broadcast of ***“Real World Emergency”*** over all frequencies being used at the exercise.
- All radio transmissions will cease, except the unit that first transmitted ***“Real World Emergency”*** will specify the following:
  - Location
  - Condition
  - Requirements (if possible)
  - If requirements at the scene are specified, only those units requested will respond.
  - If an actual medical emergency occurs, the aided will be immediately removed via the real emergency ambulance to the appropriate receiving medical facility.
  - If the nature of the emergency is such that a suspension of the exercise is needed, all exercise activities will **immediately cease**.



## Chapter 2: CONTACT INFORMATION

The following list contains important exercise contact information:

- For any Real World Emergencies, dial “911”.
  - Then contact any of the below listed individuals:
    - Exercise Controller, David Meola – KI4AZX, (C) 703-307-7014
    - Lead Evaluator, David Lane – KG4GIY, (C) 703-628-3868
    - ECIC, Patrisha Wells – KI4PCM, (C) 703-973-2119
  - PWC EOC
    - Main EOC: 703-729-7020
      - Located on the table under TV #3
    - Extra EOC number: 703-792-7047
    - EOC AuxComm Room (by Alexa’s Desk): 703-792-5274
    - Health Department Phone: 703-729-7024
    - CSB Phone: 703-729-7041
      - The two latter phones are on table 6 in the EOC.
  - PWC Hospital Radio Room
  - Potomac Hospital Radio Room
  - ARC Chapter House Radio Room
    - 703-368-4511
- Additional phone numbers:
  - Exercise Controller, David Meola – KI4AZX, (C) 703-307-7014
  - Lead Evaluator, David Lane – KG4GIY, (C) 703-628-3868
  - ECIC, Patrisha Wells – KI4PCM, (C) 703-973-2119