

Incident Team Leader (ITL) Instructions

Exercise Narrative

After our last City-Wide Exercise, the Planning Committee surveyed NET members to ask which functional areas they would like us to focus on during the next Exercise. Intra-Team radio communications was the most requested. To that end, we hope this exercise will allow NET members to practice radio communications, albeit simulated within the Zoom platform.

To add a new wrinkle to this exercise, the Planning Committee has decided to model a “Day Two” scenario of the disaster. Therefore, you are encouraged to pre-assign personnel into key ICS positions; however, you may also wait to assign these at the beginning of the exercise. At a minimum, it is recommended that you fill the Planning Chief, SUV Manager, and Scribe positions – whether before or at the onset of the exercise.

Mechanics of the Exercise

Prior to the Exercise:

Via email, you as the ITL, will be given a list of **Current Conditions** (see sample below) that will simulate information/scenarios/challenges/opportunities that have been recently received at the Command Post. One of your first challenges (along with your Planning Chief) will be to prioritize these so that you can “deploy” Strike Teams in a logical and impactful manner.

Via email, you as the ITL, will be given a **map** (see sample below) of your virtual neighborhood. It is recommended that you study the map prior to the exercise, as certain scenarios may arise which encourage you to locate specific resources or hazards. For instance - what types of businesses are located in your neighborhood? What resources might they be able to provide?

Via email, each NET member (excepting the ITLs) will be given a list of **Deployment Results**. This simulates what they will “find” if they have been “deployed” to a specific address/situation in question. Each NET member should have this list of **Deployment Results** on hand during the exercise. For simplicity’s sake, it is highly encouraged that they have this list printed, so they will not need to view it on their screen while simultaneously using Zoom. It is intended that when a Strike Team “reaches” their destination, that they “radio” back the applicable information from this list using radio protocols on Zoom. The ITL and Planning Chief should not see this list beforehand.

During the Exercise:

As the ITL, it is expected that your major tasks are to:

- Assign personnel to key ICS positions, if you have not pre-assigned these beforehand.
- Ensure your scribe properly signs in all team members (and subsequently signs them in and out during “deployments” and returns).
- Working with your Planning Chief, review the list of **Current Conditions** and prioritize which to act upon first.
- Assign NET members to Strike Teams and “deploy” them to their objectives.
- Encourage “deployed” Strike Teams to “radio” back information upon reaching their objectives – using radio protocols in the Zoom platform.
- Keep your plans flexible and incorporate any new information received during the course of the exercise.
- Incorporate SUVs as possible to enhance your operations.

It is expected that information requests from PBEM will be transmitted to each team via the radio Sub-Nets. Your ARO will receive these communications and pass on to you. Likewise, it is expected that you, as the ITL, may forward information to PBEM via your ARO.

Exercise Proctor:

The Planning Committee hopes to have a proctor assigned to each Team breakout room. The role of the proctor is to monitor the team’s overall performance, make suggestions when necessary, remind “deployed” Strike Teams to communicate using radio protocols, and add new information at certain times.

Zoom Platform Realities:

Given the limitations (and advantages) of using an online platform, here are ideas to make the exercise as meaningful as possible for your fellow NET members:

- Map sharing: It is highly suggested that the ITL have the exercise map opened on their computer so that they can screen share the map for all to view.
- Team discussions: Being that it is difficult to keep team members involved and activated during a virtual exercise, it is suggested that the ITL and/or Planning Chief talk through their decision-making process when prioritizing tasks. However, do not let this process turn lengthy and bog down your exercise.
- Strike Team “Deployments”: While we obviously will not physically deploy Strike Teams, it is important that these simulated deployments are handled correctly. For instance, is the number of members on a Strike Team appropriate for the mission? Is the Scribe correctly signing teams in and out as they deploy and return?
- Reminder - simulated intra-team FRS radio communications: It is intended that “deployed” Strike Teams will “radio” back their findings to the command post. To simulate this, they should use radio protocols within Zoom as if they were actually communicating via their team radios.

After the Exercise:

Every NET Member will be sent a Feedback Form and is encouraged to complete and send to the Planning Committee.

Exercise Scenario:

Yesterday, May 14th, the long-predicted Cascadia Subduction Earthquake struck the Northwest, devastating the entire coastline from Vancouver Island southward to Eureka, California. Massive damage has also occurred throughout the Willamette Valley as well, and your NET team deployed per training and team protocols.

Current conditions are mild and dry, with temperatures in the low 50's, however the weather forecast seen before the earthquake indicated the imminent arrival of typical Spring showers within the next day.

There are no functioning utilities, including electricity, water, gas, and cell service. You have established radio communications with PBEM via the Resource Net.

You have established your command post in a safe area, away from potential hazards that may occur from aftershocks. You are under canopy shelters and have a limited amount of water at your location.

Sample Current Conditions List:

Current Conditions List

Address	Situation
12345 NW Fake Street	A citizen has arrived to look for help, his wife is trapped in the bedroom and yelling for help. He is not sure as to the extent of her injuries.
Your Command Post	A mom has arrived with her 10-yo son. They walking down the street when falling bricks for the bridge overpass struck them. She has minor injuries but her son has a severe cut on his head that is bleeding profusely.
Your Command Post	The Scoutmaster and 3 teens from Troop 10 have arrived and are offering whatever assistance they can provide.
9876 Wyndorf Way	A NET member has arrived at your Command Post to relay word of a serious injury. An elderly woman has collapsed and his quick check of her vitals has revealed rapid, labored breathing and profusion in 3 seconds.

Sample Neighborhood Map:

