

**THIS IS AN EXERCISE**

## **COMMEX – Important Information/Initial Guidance**

Greetings!

Welcome to the EHPC 2023 Hurricane Communication and Information Sharing Exercise. On behalf of EHPC, we would like to say thank you for making North Carolina a leader in Emergency Communications. This email serves as initial guidance for the exercise beginning at 0900 on May 4<sup>th</sup> 2023. Many of you will be participating in a virtual format. Attached you will find the situation manual (SITMAN). This document provides background on what the goals and objectives of the exercise are. The Exercise Planning Team is made up of subject matter experts in every lane of exercise play. They all took pleasure in creating realistic challenges for everyone. Please review this document before the exercise to ensure you are familiar with the flow and format.

Your tasks are rather simple. You will receive a Master Scenario Events List (MSEL) the morning of the exercise. It will come in Excel format. There is a short instruction tab, exercise ICS205 and all discipline lanes along the bottom. You are to select the most appropriate lane for your experience and agency represented. Simply read the document scenario/instructions and begin once you have listened to the video Briefing. Work through the tasks in sequential order. We ask for your patience and positive outlook towards the artificialities in the exercise. You may be tasked with items that may seem unrealistic in your position/agency. We challenge you to work through injects while having a good, but challenging time. After the exercise, feel free to look at the other lanes (tabs) of MSEL injects to gain an understanding on what other disciplines are working on.

In addition to the MSEL going out to all participants via email, all documents will be available on the Exercise Webpage at:

. <https://subsplash.com/easternhealthcareprepare/media/ms/+xkh5nfj> (MSEL will not be available until the morning of the exercise)

In addition to the Excel workbook, you will also find individual lane MSELs in PDF format. In the event you do not receive the MSEL via email the morning of the exercise, please check your SPAM and JUNK folders. Your fallback is the webpage and you can download any and all forms from there. You will find the emails and webpages hyperlinked in Excel. We realize not all players will have imbedded email programs already configured on the computer they are using. If they are, simply click on the email and it will automatically open your email program and input the required info. If your email programs are not set up, simply copy the email in the notes section and paste in your desired email program. The PDF version will allow you to simply copy/paste if desired. Feel free to delete the notes section email once you have the process down. The links are there for your convenience with copy and paste functions.

Your first task will be to watch the initial briefing. It is extremely important to watch the briefing as it explains how the exercise will flow, specifically the MSEL tasks. During the briefing you will hear a phonetic letter mentioned. The briefing will be located at the below address on the morning of May 4<sup>th</sup>:

<https://subsplash.com/easternhealthcareprepare/media/mi/+fn9prcg>

0900- Watch the briefing (Link will be email and on the webpage the morning of the exercise)

- 09:15-12:00- Exercise play
- 12:00-12:30- Working lunch
- 12:30-15:30- Exercise play
- 15:30-16:00- Submit paperwork and complete hotwash info

Participants will be required to complete some of the MSEL tasks in order to get credit for the exercise. It is not mandatory to complete all tasks, but it is highly recommended if able.

Auxiliary Communication (AUXCOMM) players: You will have the option to complete the exercise as a solo operator or assisting your AHJ/EM/EOC. You can expect to use HF, VHF and UHF in a variety of modes. We must make it clear that WINLINK is a major component of this exercise. North Carolina Emergency Management heavily relies on WINLINK on both the amateur and SHARES spectrum. If you don't use Winlink, it is highly recommended to prepare its use for the exercise, even if telnet is only used until RF hardware integration can be accomplished.

All Players will receive weather briefings similar to NWS and NCEM Weather Briefings ahead of the exercise.

Again, we would like to say thank you for participating in the exercise. We want you to have fun while being challenged for the 2023 Hurricane Season.

R/

COMMEX Exercise Planning Team

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