



Full-Scale Exercise (FSE) School Evacuation and Reunification and Full Activation of the EOC 2022

Exercise Plan
October 21, 2022

The Exercise Plan (ExPlan) gives senior leaders, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. It includes an exercise overview,

objectives and aligned capabilities, roles and responsibilities, logistics, schedule, and communications plan. 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	Full Scale Exercise (FSE) School Evacuation and Reunification and Full Activation of the EOC 2022
Exercise Dates	October 21, 2022
Tribal Council Approval	Motion 080222-21
Scope	This exercise is a Full-Scale Functional Exercise for the Morongo School to be evacuated by Riverside Sheriff Office (RSO) and Morongo Tribal PD and evacuate all students by Morongo's Transportation Department to an undetermined reunification point and reunify all students with their parent/guardian and full activation of the EOC.
Focus Area(s)	Response and Recovery
Capabilities	Exercise: <ol style="list-style-type: none">1. School Emergency Operations Plan2. School Lock Down Procedures3. EOC Activation4. Operational Coordination with RSO and Morongo's Transportation Department5. Safely Move Students to Undisclosed Reunification Center6. Reunification of Parents/Guardians and Students7. EOC Mobilization/Demobilization8. Response and Recovery9. Public Information System10. Operational Communications11. Logistical Resource Support Elements12. Critical Transportation

Exercise Name	Full Scale Exercise (FSE) School Evacuation and Reunification and Full Activation of the EOC 2022
Objectives	<ol style="list-style-type: none"> 1. Demonstrate the ability to follow lockdown procedures in School EOP. 2. Demonstrate the ability of the RSO and Morongo Tribal PD to evacuate all three (3) of the Morongo school campuses to the reunification location. 3. Demonstrate the ability of the participating departments to make all appropriate notifications to ensure the safe evacuation and reunification of all school campuses. 4. Demonstrate the ability of an EOC activation; staff mobilize and demobilize and complete an EOC Emergency Action Plan (EAP). 5. Demonstrate the ability of all of Morongo departments to effectively communicate and organize response and recovery. 6. Demonstrate the ability of MBMI's FM radio capability/interoperability for notifications. 7. Demonstrate the ability of MBMI's business band radio capability. 8. Demonstrate the capability of MBMI's EOC to provide support to responders of a catastrophic event involving Morongo School. 9. Safely transport the students to a reunification point. 10. Reunify all student to the emergency release form named party.
Threat/Hazard	An active shooter/trespasser has entered the Morongo School Upper Campus.
Scenario	An active shooter/trespasser entered the Morongo School Upper Campus and was shooting randomly. All school campuses have gone into lockdown. Law enforcement officers (RSO and CHP at Upper Campus only, Morongo Tribal PD and Public Safety Officers at all locations) have secured the scene, and now retrieve the students and teachers from their secured positions and call for an evacuation and transportation of the students and staff to a reunification center and reunify the students to the emergency release form named party.
Sponsor	Morongo Band of Mission Indians

Exercise Name	Full Scale Exercise (FSE) School Evacuation and Reunification and Full Activation of the EOC 2022
Participating Organizations	MBMI Emergency Management Department (EMD) Morongo School MBMI Transportation Department Morongo Tribal PD MBMI Public Safety Morongo Fire Department Riverside County Sheriff's Department; Cabazon Station, possibly SWAT
Points of Contact	Floyd Velasquez, Emergency Services Administrator, 951-755-5309, fvelasquez@morongo-nsn.gov David Ellsworth, Emergency Manager, 951-755-5277, dellsworth@morongo-nsn.gov Dana Lane, Emergency Services Coordinator, 951-755-5215, dlane@morongo-nsn.gov

GENERAL INFORMATION

Exercise Objectives and Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned capabilities are guided by senior leaders and selected by the Exercise Planning Team.

Exercise Objective	Core Capability
1. Demonstrate the ability for the Morongo School campuses to follow lock down procedures and law enforcement's ability to secure the seen and retrieve the students.	Planning. Screening, Search and Detection. Physical Protective Measures Risk and Disaster Resilience Assessment
2. Demonstrate the ability of the Morongo Band of Mission Indians to evacuate all three (3) of the Morongo School campuses to the reunification location to be determined on the day of the exercise; from a warm start.	Risk and Disaster Resilience Assessment Critical Transportation Demonstrate the ability of all Morongo's departments to organize and respond to an event
3. Demonstrate the ability of the Morongo Band of Mission Indians participating departments, to make all appropriate notifications to reunify all students with their parent/guardian.	Public Information & Warning Access Control and Identity Verification Operational Coordination Test Communication. and 89.1FM Operational Coordination Mass Care Services
4. Demonstrate the ability of the various departments of the Morongo Band of Mission Indians to work collectively to ensure we have a fully activated EOC coordinating and supporting evacuation efforts; from a warm start.	Operational Communication Operational Coordination Public Information & Warning Critical Transportation Notification of EOC staff for a warm start
5. Demonstrate the ability of EOC staff to mobilize and demobilize.	Operational Coordination Mobilization of EOC Staff Incident Management Public Information & Warning

Exercise Objective	Core Capability
6. Demonstrate the ability of the Morongo Band of Mission Indians interoperable radio capability.	Operational Communications Public Information & Warning Mobilization / Demobilization
7. Demonstrate the capability of Morongo's EOC to provide support to first responders during a catastrophic event.	Community Resilience Operational Coordination Situational Assessment

Table 1. Exercise Objectives and Associated 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 site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.
- **Simulators.** Simulators are control staff personnel who deliver scenario messages representing actions, activities, and conversations of an individual, agency, or organization that is not participating in the exercise. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin) in accordance with instructions provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.
- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and

critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).

- **Actors.** Actors simulate specific roles during exercise play, typically victims or other bystanders.
- **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. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.
- **Media Personnel.** Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

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.

Artificialities

During this exercise, the following artificialities apply:

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

EXERCISE LOGISTICS

Safety

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

- A Safety Controller is responsible for ensuring the exercise is conducted in a safe environment; any safety concerns must be immediately reported to the Safety Controller. The Safety Controller and Exercise Director 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 emergency services and the closest controller, and, within reason and training, render aid.
 - The controller aware of a real emergency will initiate the **“real-world emergency”** broadcast and provide the Safety Controller, Lead Controller, and Exercise Director with the location of the emergency and resources needed, if any. The Lead Controller will notify the Control Cell or SimCell as soon as possible if a real emergency occurs.

Fire Safety

Standard fire and safety regulations relevant to the organization will be followed during the exercise.

Emergency Medical Services

The sponsor organization will coordinate with local emergency medical services in the event of a real-world emergency.

Electrical and Generating Device Hazards

All applicable electrical and generating device safety requirements should be documented prior to the start of the exercise.

Weapons Policy

All participants will follow the relevant weapons policy for the exercising organization or exercise venue. All weapons will be locked in vehicles. No weapons will be on any school campus during the scenario play.

Site Access

Security

To prevent interruption of the exercise, access to exercise sites and the Control Cell and/or SimCell is limited to exercise participants. Players should advise their venue's controller or evaluator of any unauthorized persons.

Media/Observer Coordination

Observers from MBMI's Public Information team, OPR USA, may be present at the EOC.

POST-EXERCISE ACTIVITIES

Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Hotwash

At the conclusion of exercise play, a controller will lead a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants may attend. The information gathered during a hotwash contributes to the AAR/IP and any exercise suggestions can improve future exercises.

Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design, and to share their observed strengths and areas for improvement. Participant Feedback Forms will be collected at the conclusion of the Hot Wash.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Rules

The following general rules govern exercise play:

- Safety is paramount and will take priority above all else. Real-world emergency actions take priority over exercise actions. If an actual injury to any player occurs during the exercise, it will cease, and the injured will become the priority. Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.

- All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **“This is an exercise.”**
- Exercise players who place telephone calls or initiate radio communication with the SimCell must identify the organization or individual with whom they wish to speak.
- This exercise will conduct in an open, low-stress, no-fault environment. Expectations of varying viewpoints, even disagreements, will transpire in a professional manner.
- Respond to the scenario using your knowledge of current plans and insights derived from your training.
- Decisions are not precedent-setting and may not reflect the organization’s final position on a given issue. This exercise presents multiple options and solution possibilities and provides an opportunity for discussion.
- Issue identification is not as valuable as suggestions and recommended actions that could improve overall response, coordination, and communication between all departments involved. Problem-solving efforts should be the focus.

Players Instructions

Players should follow all 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.
- Be at the appropriate site at least 30 minutes before the exercise starts. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive, maintain a log of your activities, and complete all required forms/documents.

During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers 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, 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 controller.
- 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 SimCell, identify the organization or individual with whom you wish to speak.
- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
- Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

After the Exercise

- Participate in the Hotwash at your venue with controllers and evaluators.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.
- Provide any notes or materials generated from the exercise to your controller or evaluator for review and 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. A SimCell will simulate the roles and interactions of nonparticipating organizations or individuals.

In any exercise, assumptions and artificialities may be necessary to complete play in the allotted time and 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.** During this exercise, the following apply:

- The exercise occurs in a no-fault learning environment wherein capabilities, plans, systems, and processes fall subject to evaluation.
- The exercise scenario is plausible, and events occur as presented.
- All players receive information simultaneously.
- Locations may not be appropriate to the ssenario.
- Simulated 911 call.

APPENDIX A: COMMUNICATIONS PLAN

INCIDENT RADIO COMMUNICATIONS PLAN MBMI 505			Incident Name		Date/Time Prepared				Operational Period Date/Time		
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1											
2											
3											
4	Command	EOC-NET	All Divisions	458.1000 N		DN 743	453.1000 N		DN 743	A	
5	Tactical	EOC-TA	All Divisions	453.1000 N		DN 116	453.1000 N		DN 116	A	
6		DNTA-1		461.7375 N		DN 051	461.7375 N		DN 051	A	
7		DNTA-2		456.5875 N		DN 047	456.8875 N		DN 047	A	
8		DNTA-3		456.3875 N		DN 047	456.3875 N		DN 047	A	
9		DNTA-4		451.5875 N		DN 047	451.5875 N		DN 047	A	
10		DNTA-5		451.3875 N		DN 047	451.5875 N		DN 047	A	
11		DNTA-6		451.6875 N		DN 047	451.6875 N		DN 047	A	
12	Public Works	PW-RPT		461.7625 N		DN 743	466.7625 N		DN743	A	
13	Respatrol	Respatrol		468.9125 N			463.9125 N			D	
14	Transportaion	School/Trans		800.?						D	
15											
16											
17											
18											
19											
20											
Prepared By (Communications Unit)			Incident Location			County	State	Latitude	Longitude		

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 205 Excel

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APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations	
MBMI Emergency Management Department	
Floyd Velasquez, Emergency Services Administrator	
David Ellsworth, Emergency Manager	
Dana Lane, Emergency Services Coordinator	
Morongo EOC Staff	
Michael Fisher, Public Information Officer	Kandie Hollenbeck, Public Information Officer
Robert Seneff, Care and Shelter Unit Leader	Max Leyva, Care and Shelter Unit Leader
Morongo School	
Ed Rodriguez, Principal	
Jordan Livingston, Vice-Principal	
Christy Garcia, Manager	
MBMI Transportation Department	
Roxanne Morales	
Samuel Rojas	
Morongo Tribal PD	
Chief Randall Reynolds	Eric Hibbard
Lieutenant Michael Valentich	Vincent Garcia
Captain Hugo Rodriguez Bradic	Dispatch Supervisor Valerie
MBMI Public Safety	
Chief Ross Koepp	
Timothy Monaghan	
Michael Smith	
Morongo Fire Department	
Chief Jason Carrizosa	
Deputy Chief Abdul Ahmad	
Ken Cardin, EMS Coordinator	
Riverside County Sheriff's Department, Cabazon Station	
Chief Timothy Salas	
LT Chris Olsen	

Participating Organizations
California Highway Patrol, Beaumont Station
Captain Aaron Knarr

APPENDIX C: EXERCISE SCHEDULE

Day 1: 7/18/2022	Personnel	Activity	Location
1100 to 1300	Controllers and Exercise Staff	Pre-Planning Meeting	Tribal Hall 11555 Potrero Road

Day 2: 8/24/2022	Personnel	Activity	Location
1100 to 1300	Controllers, and Exercise Staff	Tabletop Exercise	Tribal Hall 11555 Potrero Road

Day 3: 10/14/2022	Personnel	Activity	Location
1100 to 1300	Controllers, and Exercise Staff	Final Planning Meeting	Tribal Hall 11555 Potrero Road

Day 10/21/2022	4:	Personnel	Activity	Location
0830		Controllers and Exercise Staff	Controller Briefing and Check-in for Final Instructions and Communications Check	Tribal Hall 11555 Potrero Road
0900		All	Safety Meeting	Tribal Hall 11555 Potrero Road
0915		Controllers and Evaluators	Controllers and Evaluators in Starting Positions	Tribal Hall 11555 Potrero Road
0920		All	Controllers Provide Player Briefs	Tribal Hall 11555 Potrero Road
0930		All	Exercise Starts	Tribal Hall 11555 Potrero Road

Day 10/21/2022	4:	Personnel	Activity	Location
1400 or once the last student has been picked up		All	Exercise Ends	Tribal Hall 11555 Potrero Road
Immediately Following the Exercise		All	Lunch, Hotwash and Turn in All Participant Feedback Forms	Tribal Hall 11555 Potrero Road

APPENDIX D: TRANSPORTATION EMERGENCY EVACUATION LOADING PROTOCOL AND PROCEDURES

Policy Background

In the event of a school evacuation, the driver shall load students and Morongo School staff members at the designated loading area. If the loading area is not accessible due to a hazardous condition or situation (i.e. obstructed roadway(s), down power lines/poles, fire, hazardous material, etc.), the Morongo School staff member must establish a designated safe area for the students until the vehicle arrives. Upon arrival of the bus, the driver and Morongo Staff member shall establish a safe loading area, while implementing and supervising safe boarding practice/protocol for students. Also, no students or Morongo School staff members shall be left behind while conducted emergency evacuation loading procedures.

Procedures

1. Students shall line up at the designated area.
2. Two staff members shall escort all students.
3. While escorting to the bus, the first staff members will lead the students and the second will follow to the rear of all students.
4. The first staff member will load the students and the second staff member will ensure that all students board the bus (recommended two (2) per seat). The Driver will stand at the service door to monitor and ensure that students load in a safe manner.
5. While on the bus, Staff member(s) and driver shall ensure that all students are accounted, seated, and secured in their seats before departing from the campus
6. Morongo site Manager will determine & ensure that all students & staff members have been loaded and are ready go to the Morongo Drivers.
7. The Morongo lead drivers will initiate the departure from the school site to the ***evacuation-site area***.
8. At the ***evacuation site area***, students must stay on board unless authorized to do so.
9. The Morongo School staff members will supervise and manage the reunification process.

Communications

During an emergency evacuation/disaster event, the Morongo School and Transportation department shall utilize the “EOC. Net” to announce departure and arriving site areas, students, and staff member count, etc.

APPENDIX E: EXERCISE SCENARIO

This exercise is a Full-Scale Functional Exercise for the Morongo School to be evacuated by Riverside Sheriff Office (RSO) and Morongo Tribal PD and evacuate all students by Morongo's Transportation Department to an undetermined reunification point and reunify all students with their parent/guardian and full activation of the EOC.

Weather

Weather will be real in real-time. The historical average weather for the month of October is a 55 degree low, an 80 degree high, with one day of not more than 0.7" of rainfall and 11.5 hours of daylight.

APPENDIX F: ACRONYMS

Acronym	Term
AAR	After Action Report
DHS	U.S. Department of Homeland Security
EEG	Exercise Evaluation Guide
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ExPlan	Exercise Plan
HSEEP	Homeland Security Exercise and Evaluation Program
MBMI	Morongo Band of Mission Indians
RSO	Riverside County Sheriff's Office
SME	Subject Matter Expert
Tribal PD	Morongo Band of Mission Indians Tribal Police Department