

# Reporting Instructions for Exercise Participants

## 3. EMA Volunteers

**Purpose:** EMA Volunteers will assist with various logistical and support roles during the exercise.

### Report Time & Location:

- **Date:** Friday, 9 August 2024
- **Time:** 8 am (sign-in)
- **Location:** Middle School cafeteria
- **Parking:** High School parking lot RED area (see map)
- **Requirements:** Bring your signed release form. A copy can be obtained [here](#).

### General Notes:

- The exercise is scheduled to start at 9:00 am and end by 2:00 pm.
- The exercise may be reset and restarted if necessary.
- Most of the exercise will be conducted outdoors.
- The Rally Point portion will take place after the lunch break.
- A photographer will be present for training documentation purposes.

### Food Notes:

- Donuts and drinks will be available before and during sign-in.
- Pizza from Chubby's will be served for lunch.

### Safety Notes:

- All role players will be unarmed. Only solid rubber guns will be used in the play area.
- A secure perimeter will be maintained by armed officers not participating in the exercise.
- Any real-world medical distress should be treated immediately.

### Clothing:

- Dress for the weather conditions. Wear your EMA Volunteer shirt.
- Wear comfortable footwear

### Activity:

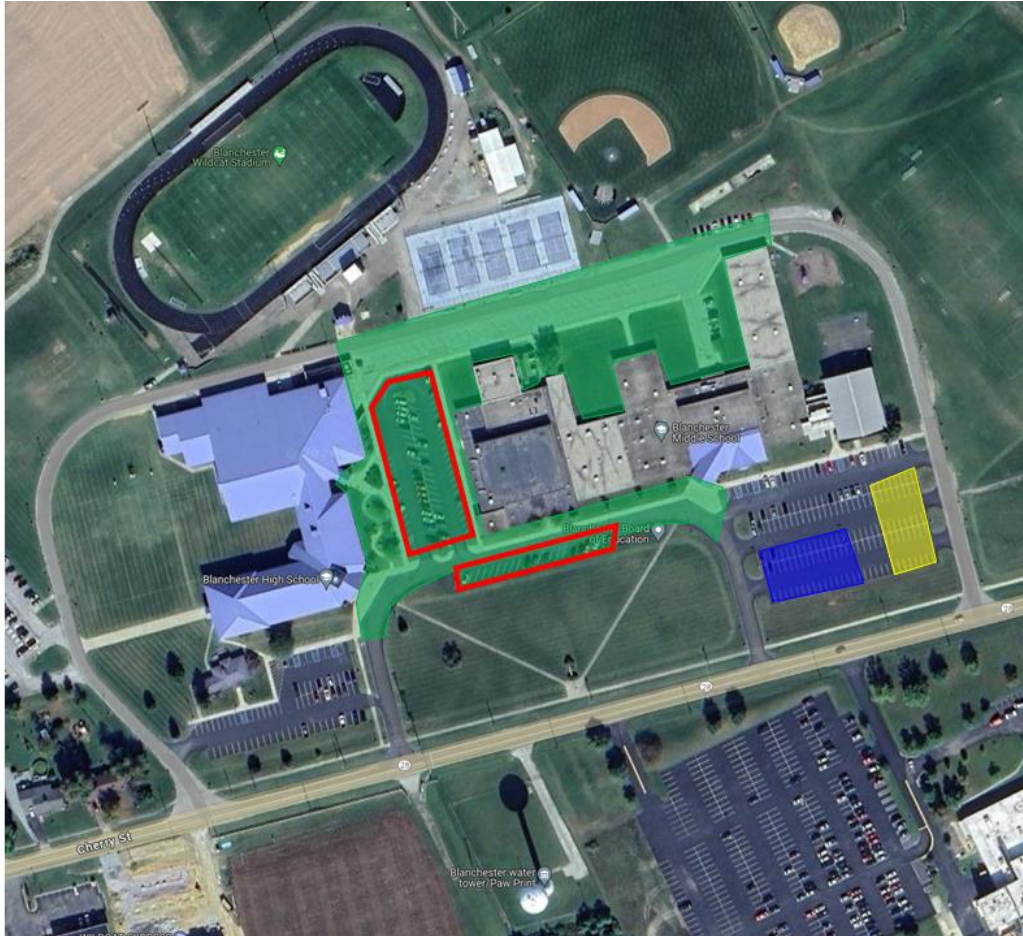
- Assist with logistics and support, and ensuring the smooth operation of the exercise.
- Follow directions from Exercise Staff.
- Aubrey & Carl are on the food team.
  - Breakfast snack will be donuts, coffee, and assorted drinks brought in by EMA.
  - Will be responsible for picking up the pizza order (25 each 25 XL pizzas at this time) from Chubby's at (604 N. Broadway Street, Blanchester, OH 45107 // point of contact is Cora at 937-783-2131).
    - You **MUST obtain the PCARD from EMA** before you depart to pay for the pizza.
    - You **MUST** bring back and protect with your life both the itemized receipt and the charge card receipt.
- Vincent & Robert are primarily Sign-In Czar's. EVERYONE involved in the exercise **MUST** sign-in (including EMA). No exceptions what so ever.
  - After sign-in is complete, protect the sign-in rosters and ensure they are given to EMA during the HOT WASH (end).

These instructions ensure all participants are informed and prepared for their roles in the exercise, contributing to a successful training event.

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- Secondary role after sign-in is complete, assist PSI exercise team during exercise.
- When food arrives for lunch, assist Aubrey & Carl with getting things setup for lunch.
- Notify MARC BURDISS when the pizza has arrived and lunch setup is underway.

Parking: Area circled in RED outlined areas below.



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