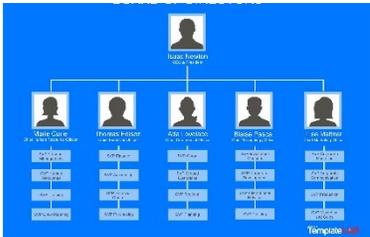




## VIDEO SCRIPT [Controller 101]

<b>Video style:</b>	Animated VYOND		
<b>Scenario Year:</b>	Current		
<b>Major Actors:</b>	<p>HSEEP Community, this video will be Football themed! Two Teams: Team HAZMAT and The Spills.</p> <p><b>Team HAZMAT</b>, the home team: Their shirts are RED with black pants; with this logo on the helmets.</p>  <p><b>The Spills</b>, The opposing team: Their jerseys are green (like toxic slime green) with white pants. Their logo is the danger logo that you usually put on the HAZMAT stuff</p>		
	<b>Narration Text</b>	<b>Video Notes/ Sample Images</b>	
<b>1</b>		<b>TITLE CARD: Controller 101 Football Theme</b>	<b>Controller 101</b>
<b>2</b>	<p>Identifying and assigning the roles and responsibilities of exercise team members prior to conduct is an important step to planning an effective exercise.</p> <p>A <b>Controller</b> is an essential member of the staff in <b>Operations-based</b> exercises.</p>	<p>Show people in an office sitting around a conference table appearing to have a meeting. There are badges scattered on the table.</p> <p>Get a shot of the badges, which are labeled <b>Participant, Evaluator, Observer, Controller, Facilitator</b>. Have one of the people grab the <b>Controller</b> badge and put it on. He stands up from the table and the other planners follow him...they walk into a breakroom</p>	

3	<p><b>A controller is</b> an individual who manages exercise play and monitors the pace of the exercise. Controllers may prompt or initiate certain player actions to maintain exercise pace and flow.</p>	<p>Planners in the breakroom are standing around a water cooler— there is a Football game (Team HAZMAT vs The Spills) on TV. They are watching the game excitedly.</p>	<p><b>A controller is</b> an individual who manages exercise play and monitors the pace of the exercise.</p>
4	<p>This video will define the role and responsibilities of a Controller:</p> <ul style="list-style-type: none"> <li>- Before</li> <li>- During; and,</li> <li>- Post-exercise conduct</li> </ul>	<p>At the bottom of the TV screen showing the game, there is a banner across the screen that flashes <b>Roles and responsibilities of a controller Before, During, Post-Exercise Conduct</b> in line with the narration.</p> <p>Show the game on TV go to halftime....use this as a transition</p>	
5	<p><b>Before an Exercise</b></p>	<p><b>TITLE CARD:</b></p>	<p><b>Before an Exercise</b></p>
6	<p>The exercise planning team identifies the number of controllers needed during the exercise to deliver and track events. This information is the foundation for a control structure, which is part of the larger exercise organizational structure.</p> <p>As a guiding principle, place at least one controller at every venue whenever possible to help ensure proper coverage across all player locations.</p>	<p>Show image of an administrative office with <b>“Emergency Management Football League EMFL”</b> written on the wall with the HSEEP logo.</p> <p>One of the administrators is picking the referees that will appear in the game. There is a whiteboard with the framework of an organizational chart on it,</p> <p>and the administrator is showing a map of the field and showing the referees where they will be going.</p> 	

7	<p><b>Controller training</b> is a pre-exercise activity that provides:</p> <ul style="list-style-type: none"> <li>• <b>A summary of the exercise design</b>, including a scenario overview, exercise objectives, and schedule of events, such as a MSEL review; and,</li> <li>• <b>Control structure</b>, including roles and responsibilities for the control staff and communication methods</li> </ul>	<p>Show a classroom full of referees in a training class, with a whiteboard in the front of the classroom. On the whiteboard, in line with narration, write:</p> <ul style="list-style-type: none"> <li>• <b>A summary of the exercise design</b></li> <li>• <b>Control structure</b></li> </ul>	
8	<p><b>The Controller/Evaluator handbook</b>, or <b>C/E Handbook</b>, is a document created by the exercise planning team during the design and development phase.</p> <p>The C/E handbook is designed to be used during exercise conduct and provides specific exercise information and guidance for controllers and evaluators. It can be a standalone document or supplement the Exercise Plan.</p>	<p>Show a four-way split screen (one box at a time) with the following: All of them are reading a rule book labeled "<b>C/E Handbook</b>"</p> <ul style="list-style-type: none"> <li>• Coach of home team (Team HAZMAT), show the game going on in the background while he reads it</li> <li>• Commentator, show him reading the handbook and looking up to comment on the game</li> <li>• Coach of opposing team (The Spills), show him shouting at the team while the game is going, with the handbook tucked under his arm</li> <li>• Referee, show him reading the book and calling a time out</li> </ul>	
9	<p><b>A Control Staff Instruction, or COSIN</b>, is a standalone component of the C/E handbook used in larger, more complex exercises and provides detailed control guidelines.</p>	<p>Continue shot from above, but go down to one screen...zoom into the C/E handbook, which is open and separate and one side says <b>COSIN</b> at the top</p>	

10	During Exercise Conduct	TITLE CARD:	During Exercise Conduct
11	On the day of the exercise, Controllers should arrive prior to the start of the exercise, to complete any remaining logistical items and set up their assigned area.	It's game day. The referees are in a huddle together on the field before the players get on the field; then show them going to their assigned areas.	
12	Controllers introduce, maintain, and coordinate exercise events in accordance with the Master Scenario Events List, or MSEL, which provides a timeline of expected actions and scripted events for an Operations-Based exercise.	Referee is standing at the sidelines during the game with a MSEL in his hand/clipboard. Have the scoreboard show the progression of time and have the referee blow his whistle.	
	<p>Depending on the size of the exercise, there could be different types of controllers:</p> <ul style="list-style-type: none"> <li>• A <b>Lead controller</b>, who may be the Exercise Planning Team Leader, monitors exercise progress, makes decisions regarding any changes, and coordinates any required modifications. Controllers report activities to the Lead Controller.</li> <li>• A <b>SIMCELL controller</b> is located in the Simulation Cell, or SIMCELL and simulates the actions, activities, and conversation of a jurisdiction or organization that is not participating in the exercise. These professionals are knowledgeable of the organizations they are portraying, and deliver injects in a realistic, timely, and accurate manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Controller; show the Umpire (like the guy on the left with the special white hat). He is watching the game, and then has a huddle with the rest of the referees.</li> </ul>  <ul style="list-style-type: none"> <li>• A SIMCELL controller: show a referee in a room with a bunch of screens watching the game; on the back of his shirt says "SIMCELL"</li> <li>• A Venue controller; regular referee—show split screen. Have a logo on the back of his</li> </ul>	<p>In line with narration, show the following across screen</p> <p>Lead Controller</p> <p>SIMCELL Controller</p> <p>Venue Controller</p> <p>Safety Controller</p>

	<ul style="list-style-type: none"> <li>• A <b>Venue controller</b> is responsible for setting up and operating a specific exercise location. They manage exercise play and may prompt or initiate certain players to regulate continuity and flow. Because they are not typically co-located, it's important for venue controllers to have communication with the Lead controller.</li> <li>• A <b>Safety or Security Controller</b> ensures that the exercise is conducted in <b>safe and secure environment</b>, especially in exercises involving field play, weapons, or the use of classified materials.</li> </ul>	<p>shirt that says "VENUE" One ref is In the endzone and talking to the Umpire that is in the center of the field. The one in the endzone gives a thumbs up to show they are ready to go</p> <ul style="list-style-type: none"> <li>• A Safety controller; regular referee— says "SAFETY" on the back of shirt one of the referees runs out onto the field to give him something that looks like Gatorade/water bottle</li> </ul>	
14	<p>For a control structure that includes multiple exercise venues, as well as a SIMCELL; a Master Control Cell is recommended.</p> <p><b>The Master Control Cell is a</b> location where overall coordination is managed between venue controllers, the Simulation Cell, and other control entities. The lead controller is usually located in the Master Control Cell when one is designated.</p>	<p>Go into a control room where there is the lead controller (referee) with the white hat. Have there be tv screens showing various aspects of the game.</p> <p>Show the SIMCELL controller in the center of the screen, then move that picture to the top left corner; Show two venue controllers then move those pictures to opposite corners of the screen, with the SIMCELL controller picture still in the corner.</p> <p>Finally, show the Safety controller in the bottom right corner. All 4 controllers should create a split screen of all 4 images.</p> <p>Show the lead controller (ref with the white hat) in the middle of the 4 split screen pics. They should all have headsets on and be communicating with the lead controller.</p>	

16	Post-Exercise Conduct	TITLE CARD:	Post-Exercise Conduct
17	<p>Following the exercise, controllers ensure that all players attend the post-exercise hotwash, to discuss exercise strengths and areas for improvement, in their respective functional areas.</p> <p>An experienced controller leads the hotwash and guides the discussion so that it remains constructive and focused on the exercise objectives.</p>	<p>Post-game press conference, sitting at a table with the mics on it with the HSEEP EMFL logo in the background. The players are giving their feedback to interviewers who are in shadow, so we don't really need to see who they are. Lots of flashing cameras and mics in the shot.</p>	
18	<p>The <b>Controller/Evaluator Debrief</b>, facilitated by the Lead Controller, is a meeting after the exercise to discuss observations and provide information to create a shared understanding of the exercise.</p>	<p>Umpire, Referees, and commentators are meet after the game in a control room to discuss the aftermath of the game (a meeting for those who ran the event, not the players). This meeting takes place in the control room with all the screens from earlier.</p>	
19	<p>Everyone involved in the exercise submits a Participant Feedback Form. The results captured will help develop the After-Action Report and Improvement Plan.</p>	<p>Show a flash of a player, a referee, a commentator, etc with a piece of paper, writing something</p>	
20	<p>Now that you understand the roles and responsibilities of a Controller before, during, and post-exercise conduct, you are ready to assign controllers for your own exercise.</p> <p>Good luck!</p>	<p>Thumbs up, you know what to do</p>	