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| **August 8th**                         | 2:00 pm to 3:00 pm    | In-Person       | EMS/EPO Planning Team                          | The formal beginning of the planning process. Identify the type, scope, objectives, and purpose of the exercise. | • Agreement regarding exercise type, scenario, capabilities, tasks, objectives, target exercise timeframe, location, and date.  
• Identification of entities that may want to participate.  
• Schedule of planning meetings.  
• Send save-the-date email inviting identified entities/partners and ask for commitment to participate. |
| Concept and Objectives Meeting         |                       | EMSA            |                                                 |                                                                          |                                                                                           |
| **August 21st**                        | 9:30 am to 10:30 am   | Webinar         | Exercise Leads from Participating Sites         | The start of the exercise development phase.                              | • Invitation to join Stakeholder Liaison group for MSEL vetting.  
• Review of 2019 exercise scope and responsibilities, requirements of participation, timeline, and documents.  
• Cover exercise scenario, goals, and objectives.  
• Action items for the next planning meeting. |
| Initial Planning Meeting               |                       |                 |                                                 |                                                                          |                                                                                           |
| **September 12th**                     | 9:30 am to 10:30 am   | Webinar         | Exercise Leads from Participating Sites         | Update on the development of the exercise.                                | • Review of Exercise Plan (ExPlan).  
• Confirm sites have identified exercise lead, safety officer, players, controller, and evaluator.  
• Review updated documents.  
• Discuss remaining exercise design concepts. |
| Midterm Planning Meeting               |                       |                 |                                                 |                                                                          |                                                                                           |
| **September 16th – 27th**              | Time selected by each | In-Person       | Participating Sites’ Internal Staff (all roles) | Site personnel review and discuss the actions they would take during an emergency, testing the emergency plan in an informal, low-stress environment. | • Using the provided scenario in an informal setting, validate plans, policies, and procedures through identification of gaps.  
• Make any adjustments to plans, policies & procedures prior to the Full-Scale Exercise (FSE).  
• Allow personnel at your site to become familiarized with the scenario in a low-stress environment.  
• Prepares site personnel for successful participation in the FSE.  
• Clarify roles and responsibilities and identify additional mitigation and preparedness needs. |
| Tabletop Exercise (TTX)                |                      | Site           |                                                 |                                                                          |                                                                                           |
| **September 24th**                     | 2:00 pm to 3:30 pm    | In-Person       | Stakeholder Liaisons & EMS/EPO Planning Team   | Development of the MSEL, a chronological listing of key events.          | Key events and the time of their delivery are identified and responsibility for constructing the remaining events is assigned.  
Discuss components that make up the MSEL:  
  o Tasks, conditions, and standards required to meet objectives  
  o Key events and critical tasks  
  o Expected player actions  
  o Contingency injects to prompt player actions  
  o Special considerations for each discipline-type |
<p>| Master Scenario Events List (MSEL)     |                       | EMSA            |                                                 |                                                                          |                                                                                           |
| Meeting                               |                       |                 |                                                 |                                                                          |                                                                                           |
| <strong>September 30th</strong>                     |                       |                 |                                                 |                                                                          |                                                                                           |</p>
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| Final Planning Meeting         | 9:30 am to 12:00 pm | In-Person @ Freedom Center | Exercise Leads from Participating Sites                                    | The close of the exercise development phase.                             | Final review of documents.  
Resolve any outstanding planning issues.  
Ensure all elements of exercise are ready for conduct.  
Provide final list of sites confirmed to participate in the exercise.  
Final opportunity for participating sites to pose questions prior to the exercise. |
| **October 10th**               |                   |                         |                                                                              |                                                                          |                                                                                                                                       |
| Controller & Evaluator Training | 1:30 pm to 3:00 pm | In-Person @ Ventura County Public Health | Controllers & Evaluators from each Participating Site | Address individual roles and responsibilities.                           | Review exercise control and evaluation etiquette.  
Describe duties that controllers and evaluators must conduct prior to, during, and after the exercise.  
Review documents to be used during and after the exercise.  
Address document submission deadlines for documents such as the Exercise Evaluation Guide (EEG).  
Ensure controllers/evaluators have a clear understanding of the exercise objectives, capabilities, assumptions, artificialities, safety and security requirements, and control/evaluation strategies. |
| **October 17th**               |                   |                         |                                                                              |                                                                          |                                                                                                                                       |
| Statewide Medical and Health Exercise | 10:00 am to 12:00 pm | In-Person @ Site       | ALL                                                                          | The exercise tests plans, policies, procedures, agreements, and networks for the staff of participating organizations and agencies. | An opportunity is provided to exercise objectives among multiple disciplines, agencies, and jurisdictions.  
Immediately prior to the exercise, all participating sites conduct player briefing at their respective locations.  
Controllers provide injects from MSEL and evaluators document observations for compilation of the site’s EEG.  
Immediately following the exercise, all participating sites conduct a Hot wash where strengths and action items are identified to enhance readiness efforts. |
| **November 19th**              |                   |                         |                                                                              |                                                                          |                                                                                                                                       |
| After-Action Meeting           | 9:30 am to 11:30 am | In-Person @ TBD         | Exercise Leads and/or Controller/ Evaluator from Participating Sites | Review the draft After-Action Report.                                   | As part of the After-Action Meeting, attendees review the Improvement Plan (IP). This plan articulates specific corrective actions by addressing issues identified in the After-Action Report (AAR).  
The refined AAR/IP is finalized and the file is shared with approved stakeholders. |