# Communications Plan

**Note:** This COMPLAN can be inserted as an Appendix in the Exercise Plan (ExPlan) and/or Controller/Evaluator (C/E) Handbook. Alternately, it can be used as a standalone document.

All spoken and written communications will start and end with the statement [“This is an exercise.”]

## Player Communications

**Exercise communications do not interfere with real-world emergency communications.** Players use routine organization communications systems. Additional communication assets may be made available as the exercise progresses. Each venue or organization coordinates its internal communication networks and channels.

## Controller Communications

The principal methods of information transfer for controllers during the exercise are [landline or cellular telephone, radio, fax, and e-mail]. The controller communications network allows the Exercise Director or Senior Controller to make and announce universal changes in exercise documentation, such as changes to the Master Scenario Events List (MSEL).

The primary means of communication among the SimCell, controllers, and Players is [means of communication, e.g., radio (channels), telephone]. A list of key [telephone and fax numbers and radio call signs] will be available before the exercise starts.

## Communications Check

Before the exercise, the [Control Cell or Simulation Cell] conducts a communications check with all interfacing communications nodes to ensure redundancy and uninterrupted flow of control information.

## Player Briefing

Controllers may be required to provide scenario details to participants to begin exercise play. Technical handouts or other materials also may be provided to orient players with the exercise.

## Public Affairs

The sponsor organization and participating organizations are responsible for coordinating and disseminating public information before the exercise. Each venue should follow internal procedures.