



## 2018 POD Exercise Planning Conference I

Great Park Visitors Center, Irvine

Wednesday, July 25, 2018 – 9:00 to 11:00 am

### **BRING: PRE-EVENT IAP & COMPLETED INITIAL PC 1 ACTIVITY LOG**

#### **Agenda**

##### **1. Goals**

- a. Review Exercise Objectives
- b. Review Discuss IAP, Logistics & Staffing Requirements
- c. Review and finalize EEG - Edits

##### **2. Logistical & Staffing Requirements**

- a. Org Chart
  - i. HCA
  - ii. Cities
  - iii. Site/Great Park
  - iv. Volunteers and other Agencies/Organizations
- b. First Responders
  - i. Nursing School - Process
- c. Preparedness Items
  - i. Tote bags
  - ii. USB
  - iii. Pumpkin
  - iv. Other
- d. Joint Information Center – Location

##### **3. Safety and Liability**

- a. Safety Controllers- HCA

##### **4. Exercise Documentation**

- a. Exercise Documentation
  - i. Dispensing Form – Translated
  - ii. Player handbook

##### **5. Areas of Evaluation & Methodology**

- i. Player Evaluations
- ii. Controllers – Briefing & Debriefing
- iii. Hotwash

##### **6. JIS/PIO**

- a. **2018 Media Toolkit**
- b. Flyers
- c. **Exercise Documentation/Signage**
  - i. Dispensing form- Threshold languages

## 7. Action Items

- a. POD Incident Action Plan – Laguna Niguel
- b. Organization Chart- Aliso Viejo
  - i. Coordinate Identify Key Position
  - ii. Create Registration Packages – Lake Forest
  - iii. Volunteer Management
  - iv. Staff Management
- c. Logistical Support
  - i. Verify POD- City of Irvine
    1. Site Equipment Case
    2. Signage
    3. Tables
    4. Chairs
    5. Canopies/EZ Ups
    6. Portable Toilet drop off/ coordination
- d. Miscellaneous Supplies Coordination – Lake Forest
- e. VIP Management – San Clemente
  - i. Registration process
  - ii. Registration Staffing
- f. VIP Tour- Irvine

## 8. Key Dates

- a. Midterm Planning Conference  
Tuesday, August 21, 2018 – 9:00 to 11:00am  
Great Park Visitors Center, Irvine
- b. Final Planning Conference  
Wednesday, September 12, 2018 – 9:00 to 11:00am  
Great Park Visitors Center, Irvine
- c. Field Operations Packet review & Site Walk Through  
Thursday, October 11, 2018  
1:30-3:30pm and 3:30-5:00pm

## 9. Remaining Items

- a. **San Clemente City POD planning**
  - i. **Date TBD – Steve Foster**
- b. **Lake Forest-Equipment Agreement and delivery**
  - i. **Pending – Sharlyn de la Paz**

