

ACTOR INFORMATION SHEET

Please read and understand the following points; they will ensure that your participation in this exercise will be safe and enjoyable.

The day will be long and tiring.

You need to be at the site by 7:30a.m., and you will probably not finish until after 2:00p.m. **If you have any health concerns or medical conditions, please tell a member of the exercise staff when you check in.** Health or medical concerns will not necessarily disqualify you from participating.

You must be at least 18 years old, sign a waiver and/or have parental permission to participate.

If you are not 18 and are not in the military, **parental permission is required to participate.** The waiver form (included) must be turned in when you check in at the exercise in order to participate.

Eat a good breakfast before arrival.

It is your responsibility to eat a well-balanced meal before arriving at the exercise. Exercise officials are planning for food and beverages after the conclusion of the exercise. Limited beverages will be available prior to and during the exercise.

Transport yourself to and from the exercise site.

You are responsible to transport yourself to the check-in location which is the Treynor Community Center at 11 W Main Street in Treynor, IA. Carpooling with another volunteer is highly encouraged. Park in the Community Center lot, not the Fire Department lot.

Be on time!

Please do not arrive late. It is difficult to begin the exercise if actors are not in place.

You will most likely be released by 2:00p.m. However, you may finish earlier or later. Volunteers transported to hospitals will be returned to the Treynor Community Center.

Wear old clothes.

Wear clothes that can be cut, if needed, by medical personnel. Wear clothes that you do not mind getting wet, dirty, stained, or cut. If needed, hospitals will provide you with a temporary outfit if clothes are cut. You should bring an extra set of clothes for when you are returned to the Community Center.

There will be no place to keep personal belongings.

Bring your driver's license/photo i.d., keys, and a sense of humor. **Do not** bring cameras, jewelry, large sums of money, or uninvited friends or unregistered volunteers. Extra clothing you bring to change into will be left at the Community Center.

Don't overact.

It is very important to play your assigned role the best you can, but this does not mean you should overact. Overacting can be dangerous for yourself and the emergency workers in the exercise. When you arrive at the exercise site, you will be assigned an injury or another role and will be briefed about your roles and what will happen during the exercise. If you do not know how to play your role or have questions about the briefing, ask the exercise staff conducting the briefing. If you are assigned the role of a psychologically distressed person, please act upset, not out of control.

Law enforcement will be using weapons in the exercise. All weapons will be rendered safe for exercise use. No ammunition, "blanks", or simulation rounds will be used. Several weapons inspections will take place to ensure everyone's safety. SWAT teams and other officers will respond as they normally would. There may be commands and directions shouted or you may be held in a specific area to be questioned by officer or even handcuffed for a short period of time. This is all part of exercise play and may happen in a real event until the identity of the suspect is confirmed. This can be intimidating and volunteer actors should be prepared for that kind of activity.

If you get hurt or have a real problem, say "This is a real emergency."

You must use the phrase "This is a real emergency" to tell exercise staff members that you have a real problem and are not just acting.

You must check in and sign out.

When you arrive in the morning, you will sign in. When the exercise is over, you must participate in the post-exercise briefing and sign-out. If you do not sign out, law enforcement will be assigned to locate you to ensure no actor has been left behind and there are no problems.

Photographs & Phone Use

Photographs and video are strictly prohibited by all actors and players during the exercise. Cell phones should not be carried by actors during exercise play to ensure there is no accidental damage.

If someone needs to contact you while you are participating in the exercise for a family emergency, important message or other priority message, you should instruct those people prior to the exercise to call the Exercise Command Center at 712-487-3787. They will need to advise exercise staff if this is an emergency message. Any message received that is not of an emergent nature will be given to actors after the exercise.

Please be sure you understand all of these points. If you have any questions, please ask exercise staff when you check in. If you need clarification prior to the exercise, contact Doug Reed at doug.reed@pottcounty.com. We want to ensure your safety and preparedness for this exercise.

On behalf of the Pottawattamie County Emergency Management Agency and all of the participants in the exercise, thank you for volunteering. It will be an interesting and enjoyable day and, as a result, our community will be better prepared to face real challenges in the future.

ACTOR WAIVER FORM

On behalf of Pottawattamie County, we thank you for volunteering to be a simulated casualty / bystander for our preparedness exercise. The event is scheduled for March 26, 2011. Actors should report to the Treynor Community Center (11 W. Main St, Treynor, IA) at 7:30a.m.

Exercise Overview

You will be participating as a mock victim/witness/bystander/parent of a school shooting. You may be triaged and either directed or taken to an area where appropriate medical assessments and treatments will occur, potentially including transport to a Council Bluffs hospital. If assigned as only a witness/bystander/parent you will be taken to an area where you will be registered and interviewed by law enforcement as part of the scenario. **Please wear old clothing. A pant leg or portion of your shirt may need to be cut during medical assessments. Alternative clothing will be provided as needed and you should bring a change of clothes for when you are finished with the exercise. It is recommended that you do not wear jewelry.**

Before the event, you will be given a complete orientation to the incident site, the type of injury or symptoms you should simulate, and what actions are expected of you.

Please eat breakfast and drink plenty of liquids before you come. After the event, food and refreshments will be available for you. Restrooms also will be available for your convenience.

Please Print Name, Sign, and Date

I, _____, agree to participate in the Pottawattamie County Emergency Management Agency sponsored exercise on March 26, 2011. I agree to participate and understand, that if assigned as a victim that I will be medically assessed and may be transported to a local hospital. I also understand that video footage and photographs will be taken for use in the evaluation process, future trainings for school and public safety officials, public relations/outreach presentations and media releases and agree that any footage or photos of me may be used in the manner described. I will hold harmless the Pottawattamie County Emergency Management Commission and any other agency or its members participating in this exercise. I understand that all reasonable and customary safety measures will be performed to try to prevent injury or harm to me.

Signature: _____

Date: _____

Signature of parent or guardian (if under 18): _____

Date: _____