

## **CONTROLLER RESPONSIBILITIES**

**The controller is a member of your hospital staff that is intimately aware of the details of TOPOFF3 and can help facilitate the flow of the exercise at your facility.**

- Attend controller training program prior to TOPOFF3.
- Ensure safe conduct of all exercise activities.
- Perform all activities related to pre-exercise set up, exercise conduct, and post exercise activities.
- Receive controller package containing identification badges, Exercise Plan, controller log, administrative information, and other related materials.
- Review the exercise documents provided prior to the start of the exercise and raise any concerns about the information in those documents.
- Announce start and end times and relay start and end times to Master Control Cell.
- Manage the activities scheduled at the exercise site to ensure that an appropriate environment exists for examining stated objectives.
- Coordinate with Master Control Cell to ensure that interdependent activities and exercise play are facilitated.
- Maintain the status of scripted and free-play activities and advise the Master Control Cell if assistance is needed in altering the flow of venue play.
- Monitor the activities of venue Virtual Network News.
- Validate the requirements of “ad-hoc” simulations regularly, and continuously monitor their use.
- Monitor, record, and report exercise activities, write down observations. Record information to help develop input for the control cell briefs, Hot Wash briefing and post exercise reports.
- Track the accomplishment of events related to exercise objectives and coordinate resolution of problems pertaining to exercise control.
- Inject pre-scripted Event Implementer messages into play.
- Do not disrupt play when communicating with players.
- Answer player questions in such a manner that you provide information that would be available but do not prompt the player to perform an action.
- Ensure that subject matter experts are given the opportunity to respond to technical or procedural issues as they arise.