



Albuquerque Project Heart Start
June 23, 2012
MASTER SCENARIO EVENT LIST (MSEL)

Event #	Event Time	Event Description	Person Responsible	Expected Activity, Outcome or Results	Notes
1	Friday June 22 1500	Venue Setup	UNM South Gym	1. Tables/Chairs 2. Video 3. Mannequins	Volunteers who can assist with setup Set up as much as possible
2	Saturday June 23 5:30am	Setup	Event Command Staff	1. Obtain Entry to Gym 2. Set up Command Post 3. Set up CERT Trailer	Leadership Arrives
3	6:00am	Event Team		1. Brief Teams on responsibilities 2. Conduct onsite walk around to familiarize Teams	
4	6:20am	Pre facilitator setup	Traffic Control Chief Crowd Control Chief	1. Set up Signage around outside of Gym 2. Set up tables and chairs and facilitator registration on grass field 3. Set up traffic Control	
5	6:30am	Event Facilitators Arrive		1. Facilitator Registration on Field	Breakfast Snacks and T-Shirts
6	7:00am	Pre Vendor tear down	Crowd Control Chief	1. Take down Facilitator Registration area in preparation for vendor arrival	
7	7:00am	Vendor Setup		1. Vendors arrival and setup	Vendors set up on grass field
8	7:00am	Facilitator Training		1. Place mannequins, clipboards and materials at each grid location 2. Setup location for ADA Area	Move facilitators into venue
9.	7:10am	Run Facilitator Training Video		1. Brief Facilitators on Roles/Responsibilities	JIT for Facilitators
10.	7:30am	Preposition Facilitators on Floor		1. Final Q/A 2. Inflate mannequins	
11.	7:30am	Preposition CERT	Crowd Control Chief	1. Pre position entry control monitors 2. Pre position floor marshals	
12	7:30am	Grass Field Open to Public	Traffic Control Crowd Control Chief	1. Support Entry 2. Support Traffic Control 3. Communications begins	Support for Traffic Control Public assembles on grass field
13	7:40am	Move CERT to direct Public from field to gym	Crowd Control Chief	1. Position CERT to move public to gym entrance	Ensure East building doors unlocked Stage public for entrance to gym



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14	7:45am	Announcement: 15 Minute Start Move to Gym Entrance	CERT IC/Announcer	1. Announcement made informing the public of the start of session 2. Move public to Gym entrance	Continue to stage public for entrance into gym
15	7:55am	Announcement: Session 1 starts at 8am	CERT IC/Announcer	1. Announcement made on the start of session – public move to facilitators 2. Thank Sponsors	
16	8:00am	Session 1 Begins	CERT IC Announcer/Video Manager	1. Open ceremonies and introductions 2. Announcements to the Crowd	
17	8:10am	CPR Awareness Session Begins	Announcer/Video Manager	1. Video Begins to Play	Public watches video and then performs hands on
18	8:15am	Move additional CERT onto gym floor	CERT Crowd Control Chief	1. CERT crowd control placed along walls of gym	Move additional CERT onto gym floor if needed
19	8:20am	Video Ends	Announcer/Video Manager	1. Crowd to view AED trainers	Please view AED trainers outside on Johnson Field
20	8:30am	Vendors Announcement	Announcer	1. Announce the Vendors Present	Thank Vendors
21	8:50am	Session Ends	Announcer	1. Move participants out of gym	Route public to the exit area
22	8:50am	Pre-Session 2 Announcement	Announcer	1. Announcement made informing the public of the start of session 2 2. Thank Sponsors 3. Move CERT to direct Public from field to gym	Move Session 2 public from field to gym entrance
23	8:55am	Pre-Session 2 Announcement	Announcer	1. Announcement made informing the public of the start of session 2	Move public from gym entrance onto gym floor
24	8:55am	Sponsor Announcement	Announcer	1. Thank the Sponsors	Thank Sponsors
25	9:00am	Session 2 Announcement	CERT IC/Announcer	1. Public should be with a facilitator	Public should be with a facilitator
26	9:00am	Session 2 Begins	Announcer/Video Manager	1. Open ceremonies and introduction by Dr. Ramo 2. Announcements to the Crowd	Session 2 Begins
27	9:10am	CPR Awareness Session Begins	Announcer/Video Manager	1. Video Begins to Play	Public watches video and then performs hands on
28	9:15am	Move additional CERT onto gym floor	CERT Crowd Control Chief	1. CERT crowd control placed along walls of gym	Move additional CERT onto gym floor if needed



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29	9:20am	Video Ends	Announcer/Video Manager	1. Crowd to view AED trainers	Video Ends
30	9:30am	Vendor Announcement	Announcer	1. Announce the Vendors Present	Vendor Announcement
31	9:50am	Session Ends	Announcer	1. Move Public out of gym	Route public to the exit area
32	9:50am	Pre-Session 3 Announcement	CERT IC/Announcer	1. Announcement made informing the public of the start of session 3 2. Move CERT to direct Public from field to gym	Move Session 3 public from field to gym entrance
33	9:55am	Pre-Session 3 Announcement	Announcer	1. Announcement made informing the public of the start of session 3	Move public from gym entrance onto gym floor
34	9:55am	Sponsor Announcement	Announce	1. Thanks the Sponsors	
35	10:00am	Session Announcement	Announcer	1. Public should be with a facilitator	Public should be with a facilitator
36	10:00am	Session 3 Begins	Announcer/Video Manager	1. Open ceremonies and introduction by Dr. Ramo 2. Announcements to the Crowd	Session 3 Begins
37	10:10am	CPR Awareness Session Begins	Announcer/Video Manager	1. Video Begins to Play	Public conducts hands on during video
38	10:15am	Move additional CERT onto gym floor	CERT Crowd Control Chief	1. CERT crowd control placed along walls of gym	Move additional CERT onto gym floor
39	10:20am	Video Ends	Announcer/Video Manager	1. Crowd to view AED trainers	Video Ends
40	10:30am	Vendor Announcement	Announcer	1. Announce the Vendors Present	Vendor Announcement
41	10:50am	Session Ends	Announcer	1. Move public out of gym	Route public to the exit area
42	10:55am	Sponsor Announcement	Announcer	1. Thank the Sponsors	
43	11:00am	Vendor Breakdown		1. Thank Vendors	Vendor Breakdown
44	11:00am	Clean up Gym	ALL Event Organizers CERT Traffic Control Chief CERT Crowd Control Chief	1. Fold tables and chairs 2. Remove any Project Heart Start materials 3. Gather outside signage	
45	12:00pm	Event Complete	ALL Event Organizers	1. Event Hotwash 2. Discussion conducted with CERT members 3. Any additional comments prior to departure	