**EXERCISE PLAN**

Insert name of Exercise

***Template note:*** *This template is scalable for large-scale multi-agency Exercises and small-scale single agency Exercises.*

***Template use instructions:*** *All text displayed in blue is to assist the author and should be deleted before publishing. Delete all instructions and sections that are not relevant to the proposed Exercise. Authors should format their input in black colour font. All text displayed in red is for detail to be inserted. Leave a field blank or delete if not relevant. Add space as required.*

*Refer to page 40 of the Guidelines.*

# Introduction

## Exercise Need

*Summary of the need to conduct this Exercise*

## Exercise Overview

*Short paragraph. What this Exercise is to achieve? Who is the target audience?*

## State Emergency Management Capability

*Describe the State Emergency Management core capability / ies, from the State Capability Framework, to be exercised*

## Exercise Aim

*The exercise aim is a statement of intent that gives direction to what will or is desired to be achieved by the Exercise. There should only be one aim statement and it can be as generic or as specific as required to meet the needs of the exercise. Refer to page 17 of the Guidelines.*

## Exercise Objectives

*Objectives must be SMART (Specific, Measurable, Achievable, Relevant, Task Related), capability-based by using the State EM Capability Framework and linked back to the exercise aim. Refer to page 18 of the Guidelines.*

## Exercise Scope

*What is included? What is excluded? Refer to page 19 of the Guidelines.*

## References

*Documentation that supports the exercise concept e.g. recommendations from operational analysis, need to test new capability etc.*

## Participants

*The work group that is the target of the Exercise*

# Exercise Format

## Type and Style of Exercise

*Type, styles, phases. Refer to page 31 of the Guidelines.*

## Scenario

*The Exercise scenario that will achieve the exercise aim and objectives. Refer to State Risk Team’s scenarios and page 34 of the Guidelines*.

# Governance

*List the parties who will form the governance structure for the exercise*

*At a minimum, you will need in your governance structure an:*

* *Exercise Director(s)*
* *Exercise Steering Committee / Planning Team*

Planning Phase Governance

*Refer to page 24 of the Guidelines.*

Exercise Planning Team Small Scale Exercise *delete table if not applicable*

|  |  |
| --- | --- |
| insert Exercise name Planning Team | |
| Role | Name |
| Exercise Director /  Planning Team Leader | insert name |
| Safety Advisor | insert name |
| Operations Coordinator | insert name |
| Planning Coordinator  (Evaluation Coordinator) | insert name |
| Logistics Coordinator | insert name |
| Admin / Finance Coordinator | insert name |

Exercise Planning Team Large Scale Exercise *delete table if not applicable*

|  |  |
| --- | --- |
| insert Exercise name Planning Team | |
| Exercise Director | insert name |
| Planning Team Leader | insert name |
| Operations Sub-Committee | insert name |
| insert name |
| insert name |
| insert name |
| Logistics Sub-Committee | insert name EXCON Logistics Officer |
| insert name |
| insert name |
| insert name |
| Planning Sub-Committee | insert name Evaluation Coordinator |
| insert name |
| insert name |
| insert name |
| Information Sub-Committee | insert name |
| insert name |
| insert name |
| insert name |
| Safety | insert name |

# Program of Activities

|  |  |  |
| --- | --- | --- |
| Event | Start Date | Completion Date |
| Initial Planning and Concept Development Meeting |  |  |
| Mid-Planning Meeting (if required) |  |  |
| Final Planning Meeting |  |  |
| Planned pre-Exercise activities (training etc.) |  |  |
| Exercise Briefings |  |  |
| Exercise |  |  |
| Exercise De-Briefs |  |  |
| Evaluation Reports to Exercise Director |  |  |
| Exercise Evaluation Report |  |  |

*Include details of the Exercise location and planning meeting location(s)*

*What is the impact on the public?*

# Exercise Control

Exercise Control (EXCON) staff appointments and responsibilities.

*Include EXCON team members, team structure and roles*

Exercise Control (EXCON) Team *Small scale exercise (delete if not applicable)*

|  |  |  |
| --- | --- | --- |
| insert Exercise name EXCON Team | | |
| Exercise Director | insert name | |
| Chief Controller | insert name | |
| Master Schedule Management | insert name | |
| insert name | |
| Role Players | insert name |
| insert name |
| Logistics | insert name (Logistics Coordinator from Planning Team) | |
| Safety | insert name |
| Venue Manager | insert name |
| Evaluation | insert name (Planning Coordinator from Planning Team) | |
| Evaluators | insert name |
| insert name |
| insert name |

Exercise Control (EXCON) staff (appointments and responsibilities)

Exercise Control (EXCON) Team *Delete if not applicable*

|  |  |  |
| --- | --- | --- |
| insert Exercise name EXCON Team | | |
| Exercise Director | insert name | |
| Chief Controller | insert name | |
| Deputy Chief Controller | insert name | |
| Forward Exercise Control | Safety | insert name |
| Role Players | insert name |
| insert name |
| Scenario Tracking | MSE | insert name |
| Event Log | insert name |
| Administration and Logistics | Insert name(Logistics Coordinator from Planning Team) | |
| Welfare | insert name |
| Risk | insert name |
| Venue Manager | insert name |
| Budget | insert name |
| IT Communications | insert name |
| Catering | insert name |
| Evaluation | insert name (Planning Coordinator from Planning Team) | |
| Evaluators | insert name |
| insert name |
| insert name |
| Observers | insert name | |
| Media | Real | insert name |
| Pseudo | insert name |
| Agency Liaison | insert name | |

## Exercise Briefings

*List the intended briefings that will need to be conducted pre and post Exercise, also add location(s) of the briefings, delete non-applicable briefings*

|  |  |  |
| --- | --- | --- |
| Brief | Person Responsible | Time / Date |
| Exercise Staff | insert name | insert date / time |
| Observers | insert name | insert date / time |
| Role players | insert name | insert date / time |
| Evaluators | insert name | insert date / time |
| Media | insert name | insert date / time |

## Exercise Documentation

*Exercise documentation required for your Exercise style*

## Safety and Security

*Detail any issues or risk management / assessments that may need to be conducted before the Exercise and a proposed completion date. A risk assessment template is provided in template 2.16*

## Media and Visitors

*List any arrangements that may be required for visitors or media*

## Exercise Termination Strategy

*List any strategies that may be applied to end the Exercise, such as; how and when will the exercise be stopped*

# Exercise Evaluation

## Purpose of the Evaluation

*Detail the purpose of the Exercise evaluation. Refer to page 36 of the Guidelines.*

## Process of the Evaluation

*Give brief overview of the methods of the evaluation; this information will be expanded and populated into the Exercise Evaluation Plan in detail. Refer to template 2.13*

## Timeframe

*Develop your timeframes to start and finish the evaluation process*

## Post Exercise Report

*Provide detail of who will compile the past exercise Report and expected completion date. Refer to template 4.2*

# Administration

*Detail the projected timeline for each phase of the exercise management cycle. Expand on the information you added in the Key Exercise Milestones of the exercise proposal*

## Exercise Stages and Key Milestones

*Refer to template 1.2*

## Budget

*Detail the exercise budget and anticipated costs as per your exercise proposal document Refer to template 1.2.*

## Logistical Requirements

*Detail the exercise logistical requirements e.g. props, venues, equipment, role players, staffing etc.*

## Catering

*Detail the exercise catering requirements if any*

## Travel and Accommodation

*Detail the exercise travel and accommodation requirements if any*