### EXERCISE INPUT TEMPLATE

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 provide assistance to 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 44 of the Guidelines*

**Incident Information / Input**

|  |  |
| --- | --- |
| Message number: | *Message number will correspond to the input number on the MSE* |
| Date/time of inject: |  | Time injected: |  |
| Injection means: | *Phone / fax / email / text other* |
| From: | *Originator of the message* |
| To: | *Destination* |

Message:

Insert enough detail to allow the person inputting the message to field any immediate enquiries that may come from the input

Attachments:

Insert details of attachment that accompany this input

Instructions:

Insert enough detail to help an Exercise Controller, Facilitator or Evaluator follow-up on this input