# EXERCISE PLAN

## Summary of exercise

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| **Exercise Planning group** | |
| Exercise lead |  |
| Members of the  exercise planning group |  |

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| **Summary of exercise** | |
| Exercise name |  |
| Type of exercise | Discussion  Tabletop  Live |
| Date of exercise |  |
| Time of exercise |  |
| Location of exercise |  |
| Aim of exercise |  |
| Objectives of exercise  (i.e. parts of the plan which are to be tested) | * Activation procedures * Roles and responsibilities * Evacuation procedures * Shelter procedures * Lockdown procedures * Communication procedures * Business continuity procedures * Extended services * Other |
| Overview of scenario | * Nature of the emergency * Timings * Will injuries be simulated? |

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| **Operational arrangements** | |
| Site visit | * Do the planning group need a site visit prior to the exercise? |
| Facilities / resources | * Does any valuable / important equipment need to be moved to prevent potential damage? * How will observers and facilitations be differentiated from participants (e.g. use of armbands / high-visibility tabards)? |
| Media involvement | * Will the media play a role in the exercise, or will they be present to report / publicise it? |
| Health and safety arrangements | * Does a risk assessment for the exercise need to be developed? * Do other organisations involved in the exercise need to submit a risk assessment? * Will enough trained first aid staff be present on the day? * Do parking / traffic management arrangements need to be put in place? * Does a real rendezvous point for the emergency services need to be identified in case a real incident occurs? * Do the emergency services (or any other organisations) need to be informed if the fire alarm system is to be tested? |
| Consent | * Is consent needed for those involved in the exercise? * Is consent needed for any who may need to be filmed? |
| Training needs | * Do staff have any additional training requirements? |

## Timeline

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| **Time** | **Action** | **Notes / instructions** |
|  | Set-up facilities / resources | * What equipment is needed? * Who will set-up the equipment? * Do refreshments need to be provided? * Do organisations require any equipment / space? * What other arrangements are needed prior to the start of the exercise? |
|  | Briefing for observers | * Who will brief the observers? * Where will this briefing take place? |
|  | Briefing for participants | * Who will brief the participants? * Where will this briefing take place? |
|  | Start of exercise | * What will signal the start of the exercise? |
|  | Inject 1 | * Who is this inject for? * How will this inject be issued (e.g. paper, telephone call, conversation, fax message)? |
|  | Inject 2 | * Who is this inject for? * How will this inject be issued (e.g. paper, telephone call, conversation, fax message)? |
|  | Inject 3 | * Who is this inject for? * How will this inject be issued (e.g. paper, telephone call, conversation, fax message)? |
|  | End of exercise | * What will signal the end of the exercise? * Who will thank everyone for attending? |
|  | Start of debrief | * Who will be invited to the debrief? * Who will facilitate the debrief? * Where will this debrief take place? * How will notes be taken? |
|  | End of debrief | * Who is responsible for identifying actions / recommendations / lessons from the debrief? |

## Attendance list - facilitators

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| **Name** | **Job title** | **Organisation** | **Role during exercise** | **Notes** |
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## Attendance list - players

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| **Name** | **Job title** | **Organisation** | **Role during exercise** | **Notes** |
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## Attendance list - observers

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| **Name** | **Job title** | **Organisation** | **Role during exercise** | **Notes** |
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