# 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 | DiscussionTabletopLive |
| 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

|  |  |  |
| --- | --- | --- |
| **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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