

Plan Enhancement Through Exercise

Steps to Building a Successful Exercise



North Central Region

Building An Exercise- What is Needed?

- Plan to Test*** This is Critical!
- Leadership Support
- Time Commitment
 - Planning Team, Players, Controllers, Recorders
- Willingness to Learn
- Dedication to Follow Up



Step 1: Exercise Objectives

- Agree on Final Version of Plan to Test
- Determine Objectives- Clearly define what elements are to be tested
- Stay Focused- Throughout exercise planning process, ensure that the objectives are being tested



Step 2: Determine Participants

- Based on objectives, who needs to be involved
- Send out Save the Date information to ensure appropriate participation



Step 3: Start Planning

- Make Planning Team Assignments
- Create ExPlan
- Create Injects/MSELs
- Draft Agenda
- Create Presentation for Exercise
- Create Participant Evaluation Form



Step 4: Logistics

- Visit the facility to determine if it meets exercise needs
- Gather supplies for exercise (pens, paper, name tags, computers, markers, easels)



Step 5: Exercise Conduct

- Implement Exercise Plan
- Utilize Exercise Presentation
- Ensure Recorders are in Place

Step 6: Briefings

- Brief all Players
- Brief all Controllers
- Brief all Evaluators



Step 7: After Action Process

- Gather comments from participants
- Develop the draft report
- Participant review, comment & validation of the draft
 - Recognize/reconcile disagreements
- Final draft and review
- Actions, responsible offices, plans & procedures updated
- Final After Action Report released



Quick Definitions



- Planning Team- Builds, organizes, and conducts the exercise based on a plan
- Players- Do not participate in planning! The exercise is designed to examine their responses to the injects
- Controllers- Control Exercise Play
- Evaluators- Assist in the evaluation of the exercise
- Recorders- Capture the exercise events and decisions

Quick Definitions



- Injects- Information provided to players that requires action or stimulates discussion
- MSEL- Master Scenario Events List- Compilation of all injects for the exercise
- EXPlan- Exercise Plan- Aids exercise planner in the design of an effective exercise. Enables participants to understand their roles.
- AAR- After Action Report- Summarizes the exercise and learning points

Quick Definitions



- Improvement Matrix- Typically accompanies the AAR and clearly identifies issues identified during exercise.
- TTX- Table Top Exercise- Informal exercise designed to test a plan in a low-stress, learning environment
- Hot Wash- Gathering of participants after the exercise to review the findings/learning points.

Additional Resources

- Additional Training
 - Emergency Management Institute; *Multi-Hazard Emergency Planning for Schools* (IS362 / E362)
 - FEMA Independent Study; training.fema.gov/EMIWeb/IS/IS100SC.asp
 - Emergency Response and Crisis Management Technical Assistance (TA) Center; <http://ercm.ed.gov/>
 - Emergency Management for Schools Web cast; www.ConnectLive.com/events/edschoolsafety
- Grant Funding
 - www.healthinschools.org/grants/alerts.asp
- Other Resources
 - U.S. Department of Education's Emergency Planning Web site; www.ed.gov/emergencyplan
 - Lessons Learned; www.llis.gov

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