



# **Exercise**

## **Initial Planning Checklist**

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# **1.0 Introduction**

The Exercise Initial Planning Checklist is designed to aid you in developing a framework for your exercise and help you work through the following initial planning considerations:

- What do I want to get out of the exercise?
- How complex do I want it to be?
- How long will it go?
- What do I want to evaluate?
- What's the scenario?
- Who do I need to help me plan the exercise?
- Simulations Cell considerations (for Functional Exercises)
- Cost estimate

## 2.0 Exercise Goal Worksheet

**Describe the goal or desired outcome of your exercise.** (Examples: *This exercise will be used to improve EOC staff knowledge of our EOC SOP and improve situational awareness in the EOC during an incident. Or, this Tabletop Exercise will validate or identify gaps in our internal Continuity Plan*)

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## 3.0 Exercise Scope and Duration Worksheet

**Exercise Scope:** For a Functional Exercise, consider the following: Will your exercise be limited just to your EOC? Will only specific EOC Sections be participating? Will you open your JIC? Will you practice a shift change? Will there be exercise play external to your EOC/DOC (example: *Will other jurisdictions or agencies be playing from their EOCs/DOCs/Offices?*)

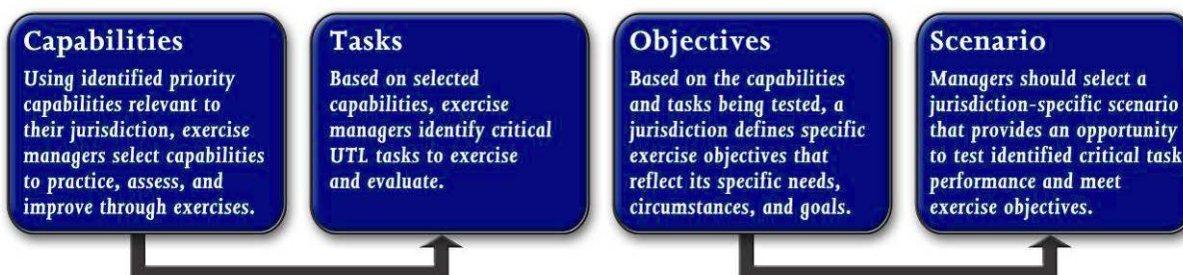
**Describe the scope of your exercise:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exercise Duration:** ☐ 2 Hours ☐ 3 Hours ☐ 4 Hours

**Use the following model to identify the Target Capabilities, Activities, Tasks, Objectives, and Scenario for your exercise:**



## 4.0 Target Capabilities Worksheet

Place a checkmark next to the Target Capabilities you would like to test in your exercise.  
*We recommend limiting these to no more than 3-5.*

### COMMON TARGET CAPABILITIES

- ☐ Planning
- ☐ Communications
- ☐ Risk Management
- ☐ Community Preparedness and Participation

### PREVENT MISSION AREA

- ☐ Information Gathering & Recognition of Indicators and Warnings
- ☐ Intelligence Analysis and Production
- ☐ Intelligence / Information Sharing and Dissemination
- ☐ Law Enforcement Investigation and Operations
- ☐ CBRNE Detection

### PROTECT MISSION AREA

- ☐ Critical Infrastructure Protection (CIP)
- ☐ Food & Agriculture Safety and Defense
- ☐ Epidemiological Surveillance and Investigation
- ☐ Public Health Laboratory Testing

### RESPOND MISSION AREA

- ☐ Onsite Incident Management
- ☐ Emergency Operations Center Management
- ☐ Critical Resource Logistics and Distribution
- ☐ Volunteer Management and Donations
- ☐ Responder Safety and Health
- ☐ Public Safety and Security Response
- ☐ Animal Health Emergency Support
- ☐ Environmental Health
- ☐ Explosive Device Response Operations
- ☐ Firefighting Operations / Support
- ☐ WMD / Hazardous Material Response and Decontamination
- ☐ Citizen Evacuation and Shelter-In-Place
- ☐ Isolation and Quarantine
- ☐ Urban Search & Rescue
- ☐ Emergency Public Information and Warning
- ☐ Triage and Pre-Hospital Treatment
- ☐ Medical Surge
- ☐ Medical Supplies Management and Distribution
- ☐ Mass Prophylaxis
- ☐ Mass Care (Sheltering, Feeding, and Related Services)
- ☐ Fatality Management

### RECOVER MISSION AREA

- ☐ Structural Damage and Mitigation
- ☐ Restoration of Lifelines

## 5.0 Core Capability to TCL Crosswalk

Core Capability Crosswalk To TCLs	
Core Capability	Cross-walked Target Capabilities
Access Control and Identity Verification	NONE
Community Resilience	Community Preparedness and Participation
Critical Transportation	Citizen Evacuation and Shelter-in-Place
Cybersecurity	NONE
Economic Recovery	Economic and Community Recovery
Environmental Response/ Health and Safety	Environmental Health
	Responder Safety and Health
	WMD and Hazardous Materials Response and Decontamination
Fatality Management Services	Fatality Management
Forensics and Attribution	NONE
Health and Social Services	NONE
Housing	NONE
Infrastructure Systems	Restoration of Lifelines
	Structural Damage Assessment
Intelligence and Information Sharing	Information Gathering and Recognition of Indicators and Warnings
	Intelligence Analysis and Production
	Intelligence and Information Sharing and Dissemination
Interdiction and Disruption	Counter-Terror Investigation and Law Enforcement
Long-term Vulnerability Reduction	NONE
Mass Care Services	Mass Care (Shelter, Feeding and Related Services)
Mass Search and Rescue Operations	Search and Rescue (Land-based)
Natural and Cultural Resources	NONE
On-scene Security and Protection	Emergency Public Safety and Security Response
	Explosive Device Response Operations (EDRO)
Operational Communications	Communications
Operational Coordination	Emergency Operations Center (EOC) Management
	On Site Incident Management
Physical Protective Measures	Critical Infrastructure Protection
Planning	Planning
Public and Private Services and Resources	Critical Resource Logistics and Distribution
	Fire Incident Response Support
	Volunteer Management and Donations

## Exercise Initial Planning Checklist

<b>Core Capability Crosswalk To TCLs</b>	
<b>Core Capability</b>	<b>Cross-walked Target Capabilities</b>
Public Health and Medical Services	Emergency Triage and Pre-Hospital Treatment
	Epidemiological Surveillance and Investigation
	Isolation and Quarantine
	Laboratory Testing
	Mass Prophylaxis
	Medical Supplies Management and Distribution
	Medical Surge
Public Information and Warning	Emergency Public Information and Warning
Risk and Disaster Resilience Assessment	NONE
Risk Management for Protection Programs and Activities	Risk Management
Screening, Search, and Detection	CBRNE Detection
Situational Assessment	NONE
Supply Chain Integrity and Security	Food and Agriculture Safety and Defense
	Animal Disease Emergency Support
Threats and Hazard Identification	NONE

The full 21 page FEMA Crosswalk of Target Capabilities to Core Capabilities can be found at <http://www.fema.gov/pdf/prepared/crosswalk.pdf>.

## 6.0 Exercise Objectives Worksheet

Objectives help address general exercise program goals, provide a framework for scenario development, guide development of individual organizational objectives, and supply evaluation criteria. Planners should create objectives that are **S**imple, **M**easurable, **A**ttainable, **R**ealistic, and **T**ask-oriented (SMART).

You should limit the number of exercise objectives to enable timely exercise conduct, facilitate reasonable scenario design, and support successful completion of exercise goals.

Using SMART, write your draft exercise objectives below:

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Exercise Initial Planning Checklist

# 7.0 Exercise Scenario Worksheet

Place a checkmark next to the scenario you'd like to use to drive exercise play (Scenarios identified in the State of California Emergency Plan and the US DHS National Planning Scenarios [Note: Hurricane is excluded]):

California Emergency Plan	National Planning Scenarios
<input type="checkbox"/> Civil Unrest	<input type="checkbox"/> Nuclear Detonation – 10Kt IND
<input type="checkbox"/> Dam & Levee Failure	<input type="checkbox"/> Biological Attack – Aerosol Anthrax
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Biological Disease Outbreak – Pandemic Influenza
<input type="checkbox"/> Energy Disruption	<input type="checkbox"/> Biological Attack - Plague
<input type="checkbox"/> Fire	<input type="checkbox"/> Chemical Attack – Blister Agent
<input type="checkbox"/> Flood	<input type="checkbox"/> Chemical Attack – Toxic Industrial Chemicals
<input type="checkbox"/> Hazardous Material Emergency	<input type="checkbox"/> Chemical Attack – Nerve Agent
<input type="checkbox"/> Landslide	<input type="checkbox"/> Chemical Attack – Chlorine Tank Explosion
<input type="checkbox"/> Pandemic & Epidemic	<input type="checkbox"/> Major Earthquake
<input type="checkbox"/> Severe Weather	<input type="checkbox"/> Radiological Attack – Radiological Dispersal Devices
<input type="checkbox"/> Terrorist Attack	<input type="checkbox"/> Improvised Explosive Device
<input type="checkbox"/> Tsunami	<input type="checkbox"/> Biological Attack – Food Contamination
<input type="checkbox"/> Volcanic Eruption	<input type="checkbox"/> Biological Attack – Foreign Animal Disease
	<input type="checkbox"/> Cyber Attack

☐ Other: \_\_\_\_\_

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## Exercise Initial Planning Checklist

# 8.0 Exercise Planning Team and Participants

List the individuals who you've identified to be part of the Exercise Planning Team:

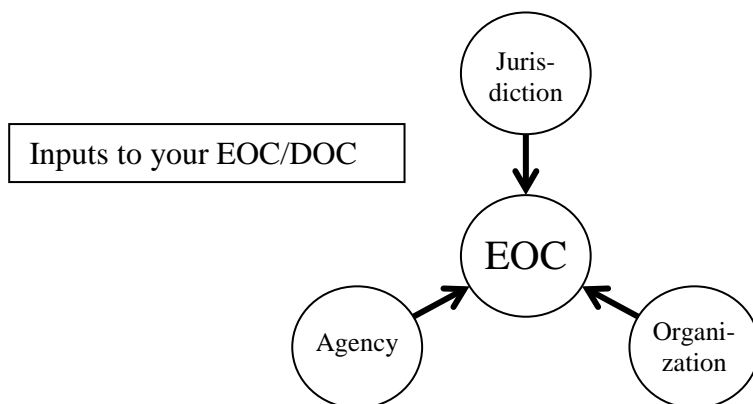
Name	Title	Phone #	Email address

List the agencies, jurisdictions, and organizations who will be participating as players in your exercise:

- |     |     |
|-----|-----|
| 1.  | 23. |
| 2.  | 24. |
| 3.  | 25. |
| 4.  | 26. |
| 5.  | 27. |
| 6.  | 28. |
| 7.  | 29. |
| 8.  | 30. |
| 9.  | 31. |
| 10. | 32. |
| 11. | 33. |
| 12. | 34. |
| 13. | 35. |
| 14. | 36. |
| 15. | 37. |
| 16. | 38. |
| 17. | 39. |
| 18. | 40. |
| 19. | 41. |
| 20. | 42. |
| 21. | 43. |
| 22. | 44. |

## 9.0 Simulations Cell Development Worksheets

**8.1 EOC/DOC Inputs Worksheet.** If you are planning a Functional Exercise, this worksheet will help identify those jurisdictions, agencies, and organizations that routinely contact your EOC/DOC in an incident/emergency, but will not be participating in the exercise.

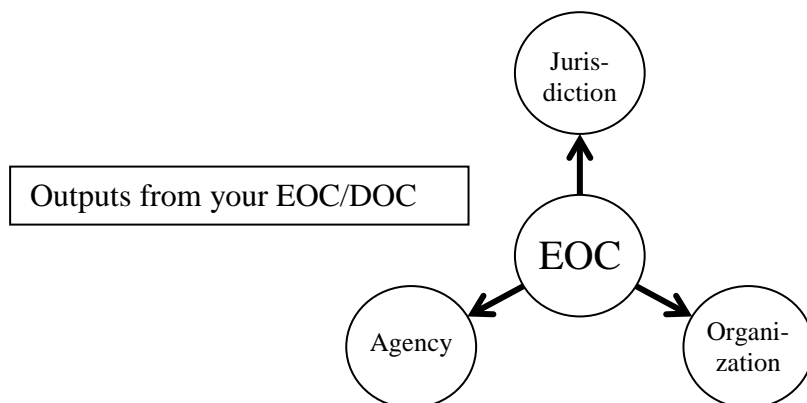


List the jurisdictions, agencies, and organizations that would contact the EOC/DOC based on the scenario you've selected and the target capabilities you want to test. Also identify how they communicate with your EOC/DOC (i.e. RIMS, telephone, radio, fax, email, etc). Remember, these are the ones that will not be participating and need to be simulated to drive exercise play:

<u>Jurisdiction/Agency/Organization</u>	<u>Method(s) of Communication</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.

## Exercise Initial Planning Checklist

**8.2 EOC/DOC Outputs Worksheet.** This worksheet will help identify those jurisdictions, agencies, and organizations that your EOC/DOC would routinely contact during an incident/emergency, but will not be participating in the exercise:



List the jurisdictions, agencies, and organizations that your EOC/DOC would routinely contact based on the scenario you've selected and the target capabilities you want to test. Also identify how your EOC/DOC communicates with them (i.e. RIMS, telephone, radio, fax, email, etc). Remember, these are the ones that will not be participating and need to be simulated to drive exercise play:

<u>Jurisdiction/Agency/Organization</u>	<u>Method(s) of Communication</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.

## Exercise Initial Planning Checklist

# 10.0 Cost Estimate Worksheet

<b>Jurisdiction/Agency:</b>											
<b>Contact Information:</b>			<b>email address:</b>								
<b>Phone(voice mail):</b>			<b>Fax:</b>								
<b>Mailing Address:</b>											

Assigned Task	Civil Service Classification	Physical Location	Number of Staff Assigned	Estimated Overtime Hours	Estimated Overtime Costs	Estimated Travel Costs	Estimated Misc. Supplies	Estimated Meal Costs	Total Estimated Costs
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
<b>Total Estimated Resource Deployment/Requested Funding</b>				0	0	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>

**TOTAL**

Assigned task = what job will be performed by this person at for the exercise (player, evaluator, observer, facilitator, controller, etc)

Physical location = where will this person be working (EOC, DOC, Off Site, etc)

Misc supplies = supplies consumed during the planning and conducting of exercises (mostly office supplies like paper, pens, etc).

Meal Costs = Include if lunch and/or refreshments will be provided during the exercise