www.mjeldermanphoto.com**PLANNING MEETINGS**

* Exercise Planning Team
* Planning Conferences (Concept & Objectives, Initial, Mid, MSEL and Final)

Items for each conference:

* + Agenda
  + Location
  + Invitations
  + Audio/Visual
  + Registration/Sign-In
  + Food/Beverage
  + Presentation
  + Name tents/name badges
  + Facilitator
  + Note takers
  + Documentation to review (See table below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Concept & Objectives** | **Initial** | **Mid** | **MSEL** | **Final** |
| Budget Information  Calendar/ Schedule  Jurisdiction’s Hazard Assessment  Previous Exercise or Real World After-Action Reports, Audits, functional assessments, etc. | Target Capabilities List (or a selection of applicable TCLs)  Jurisdiction’s Hazard Assessment  Previous Exercise or Real World After-Action Reports, Audits, functional assessments, etc.  List of Jurisdiction Stakeholders/potential participants | Exercise Plan  Draft Scenario  Draft MSEL | MSEL  MSEL Inject Forms  Actor Cards/Scripts | Player Handbook  Controller/Evaluator Handbook  Simulator Handbook  Exercise Evaluation Guides  Simulator Handbook  Final MSEL  Final Exercise Plan  Final Actor Cards/Scripts  Draft Communications Directory |

* Objectives and Scope:
  + What hazards does your jurisdiction/organization face?
  + What geographic areas, facilities, or organizational components are most vulnerable?
  + What is the purpose of the exercise/rehearsal (i.e., objectives)?
    - What functions are most in need of rehearsal and/or improvement?
    - What Target Capabilities, Activities, and Tasks are associated with the functions in need of rehearsal/improvement?
  + What agencies and personnel are most in need of rehearsal and/or improvement?
  + Where will players participate from?
* Scenario (overview/summary or initial situation)
  + - Significant Events to begin developing MSEL and Actor Cards/Scripts around.

**PARTICIPANTS**

* Players, Controllers, Evaluators, Simulators
  + Determine number and type
  + Invitations/Recruiting
  + Confirm exercise staff and players
  + Assign to appropriate locations/positions
* Actors
  + Determine number of actors required
  + Identify source(s) of actors
  + Confirm recruited actors
  + Develop actor waiver forms
  + Develop actor instructions
  + Identify number and type of victim actors that will be at each location/exercise site and map appropriately
  + Provide for comfort

**DOCUMENTATION**

* Exercise Plan (ExPlan – guides the development process by summarizing the objectives, scope, scenario, logistics, roles and responsibilities, schedule, ground rules, and communications).
* Detailed Exercise Schedule
* Master Scenario Events List
  + Major Events List
  + Detailed Events (associated with each major event)
  + Expected actions (each inject should trigger an action associated with at least one of the exercise objectives)
    - Sequence should be realistic and convincing and timed to allow the demonstration of objectives
    - On average, 3 per functional area or location per hour
    - Make injects as realistic as possible
  + Select method of simulated delivery and put each inject in the appropriate format
  + Supporting documentation, data, or visual aids (e.g., maps, patient/victim data)
  + Develop Actor Cards/Scripts in accordance with MSEL.
* Impromptu Inject Forms
* Media Injects (coordinate early if media outlets are actually producing them; ensure they correlate with the scenario and MSEL)
* Simulator Handbook (or Controller Injects) – accompany MSEL
* Controller/Evaluator Handbook
* Player Handbook (distribute in advance if possible)
* Registration/Sign-In
* Communications Directory (Identify all communications that will be used for exercise play; ensure exercise communications do not interfere with real world communications)
* Observer/Media Packets
* Exercise Evaluation Guides
  + Data Collection Aids
* Participant Critiques
  + Drop boxes/collection process
* After-Action Report/Improvement Plan

**TRAININGS/BRIEFINGS**

* Controller/Evaluator/Simulator Training
* Actor Training
* Player Briefing/Player Notification (e.g., no notice vs. scheduled)
  + Presentation
    - Overview of the exercise objectives
    - Organization, structure, and functionality of the exercise
    - Time period being simulated
    - Initial scenario overview
    - Ground rules and procedures
* Press Conference/Media Outreach
* Observer Briefings
* Hotwash
  + Break-out groups (if the plenary group is too large)
  + Presentation (single slide with appropriate questions)
  + Facilitator(s)
  + Easels, Pads, Markers
  + Note takers
* Controller/Evaluator Debriefing or Exercise Evaluation Conference (EEC is no longer an HSEEP element, but a very valuable activity)
* After Action Conference

**LOGISTICS**

* Exercise sites/venues (boundaries, security, safety)
  + Registration area
  + Assembly/staging area
  + Deployment/response route(s)
  + Observer/media area
  + Food/break areas
  + SimCell
* Safety
  + Identify Safety Controller
  + Establish and Enforce Weapons Policy
* SimCell Set Up
  + Tent Cards
  + Communications Systems
  + Access Control (Black Out)
  + Inject Tracking Board
* Resource deployment schedule
* Props and devices (e.g., debris, mannequins, flash bangs, smoke machines, pyrotechnics, etc.)
* Moulage (actual materials, staff, and location for actor moulage)
* Security/access control
* Identification
* Audio/Video
* Videotaping
* Food/beverage
* Restroom facilities
* Transportation/Shuttle Service/Parking
* Communications Technology
  + Do players have the access to technology they need?
  + Do simulators have the access to technology they need (e.g., computers, phones, radios)?
  + Do controllers/evaluators need a separate communications network?
* Signage
  + Registration
  + “This is an Exercise” reminders
  + Restricted areas (e.g., SimCell)
  + Restrooms
  + Food/Beverage Information
  + Directional
* Conduct a Site Visit, Prepare Site, and Test all Systems/Equipment
  + Conduct communications check
  + Conduct pyrotechnic and device check
  + Conduct safety check
  + Conduct weapons check