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 InformationCalendar/ ScheduleJurisdiction’s Hazard AssessmentPrevious Exercise or Real World After-Action Reports, Audits, functional assessments, etc. | Target Capabilities List (or a selection of applicable TCLs)Jurisdiction’s Hazard AssessmentPrevious Exercise or Real World After-Action Reports, Audits, functional assessments, etc.List of Jurisdiction Stakeholders/potential participants | Exercise PlanDraft ScenarioDraft MSEL | MSELMSEL Inject FormsActor Cards/Scripts | Player HandbookController/Evaluator HandbookSimulator HandbookExercise Evaluation GuidesSimulator HandbookFinal MSELFinal Exercise PlanFinal Actor Cards/ScriptsDraft 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