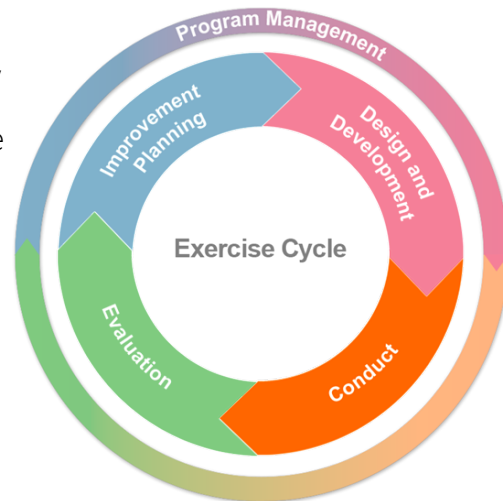


# Exercise Conduct

Exercise conduct involves activities essential to conducting exercises such as preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities. Throughout these efforts, the engagement of elected and appointed officials by practitioners will ensure that the exercise is addressing the guidance and intent of officials.



## Templates

- [Actor Waiver Form Template](#)
- [CE Briefing Template](#)
- [CE Debriefing Template](#)
- [Elected and Appointed Officials Briefing](#)
- [Exercise Actor Briefing](#)
- [Exercise Badges Template](#)
- [HSEEP Participant Feedback Form](#)
- [Name Tents](#)
- [Observer Briefing](#)
- [Player Briefing Template](#)
- [Symptomatology Card](#)
- [TTX Exercise Briefing](#)

# ACTOR WAIVER FORM

**Note: This waiver should be reviewed by the Sponsor Organization’s legal counsel prior to distribution or use.**

On behalf of [Sponsor Organization], we thank you for volunteering to be a mock victim for our preparedness exercise. The event is scheduled for [date]. Actors should report to [location] at [time].

---

### Please Print Name, Sign, and Date

I, \_\_\_\_\_, agree to participate in the [Exercise Name] exercise on [date] and hold harmless [sponsor organization] and any other organization or its members participating in this exercise. I understand that all reasonable and customary safety measures will be performed during the exercise.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent or  
Guardian (if under 18): \_\_\_\_\_

Date: \_\_\_\_\_

# Directions for this Template

- Use the Slide Master to make universal changes to the presentation, including inserting your organization's logo
  - “View” tab > “Slide Master”
- Replace placeholders (indicated by brackets [ ]) with information specific to your exercise
- Delete any slides that are not relevant for your exercise
- Font size should not be smaller than 22pt

Rev. April 2013

HSEEP-C01



Insert your  
Organization's  
Logo Here

# [Exercise Name]

---

Controller/Evaluator Briefing

[Date]



Insert your  
Organization's  
Logo Here

# Welcome and Introductions

- Name
- Organization



Insert your  
Organization's  
Logo Here

# Meeting Agenda

- [Time] [Meeting agenda item]



Insert your  
Organization's  
Logo Here

# Exercise Overview

- [General description]



Insert your  
Organization's  
Logo Here

# Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]



Insert your  
Organization's  
Logo Here



# Scenario

- [Scenario description]



Insert your  
Organization's  
Logo Here

# Exercise Participants

- [Exercise participants; identify those with limited extent of play (e.g. XXX hospital extent of play is 8 AM to 12 noon)]



Insert your  
Organization's  
Logo Here

# Exercise Artificialities

- Artificialities and constraints, such as the exercise assembly area, may detract from realism. Some other artificialities include the following:
  - Exercise communication and coordination will be limited to participating exercise organizations, venues, and the SimCell
  - Only communication methods listed in the Communications Plan will be available for players to use during the exercise
  - Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies will take priority
  - [List others, as appropriate]



Insert your  
Organization's  
Logo Here

# Exercise Play

- [Start and anticipated end timelines]
- [Venue sites]
- [Play will be restricted to the delineated areas surrounding exercise site]



Insert your  
Organization's  
Logo Here

# Safety

- Safety is EVERYONE'S concern
- Safety concerns override exercise execution
- Be aware of your environment and the responders' activities
- Controllers and evaluators must immediately inform the Safety Controller or Senior Controller of safety concerns
- Actual emergencies will be identified by the phrase [**“real-world emergency”**]



Insert your  
Organization's  
Logo Here

# Exercise Schedule

- Controller/Evaluator briefing: [Date/time]
- [Date]
  - Participant registration: [Time]
  - Player briefing: [Time]
  - Start of exercise (StartEx): [Time]
  - End of exercise (EndEx): [Time]
  - Hot Wash: Immediately after EndEx
- [Date]
  - Controller/Evaluator debriefing: [Time]



Insert your  
Organization's  
Logo Here

# Exercise Location and Area

- [Maps]



Insert your  
Organization's  
Logo Here

# Exercise Identification

Controllers	[color] badges
Evaluators	[color] badges
Support staff	[color] badges
Players	[color] badges
Observers	[color] badges
Media	[color] badges
Actors	[color] badges



Insert your  
Organization's  
Logo Here



# Exercise Communications

- The controller/evaluator communications network enables controllers and evaluators to:
  - Report emergencies or safety issues
  - Report major timeline events
  - Acknowledge communication checks for timeline status
- The primary means of communications will be [communications methods, e.g. radio, cellular phone, etc.]
- A list of [phone numbers or radio call signs] can be found in the C/E Handbook



Insert your  
Organization's  
Logo Here

# Player Deployment

- [For a drill or full-scale exercise, insert deployment information, as appropriate]
- Emergency equipment located in and dispatched from the exercise assembly area will be released according to Incident Command
- The deployment timetable is an estimate based on a real-time response to [incident site]
- The deployment timetable can be found in the C/E Handbook



Insert your  
Organization's  
Logo Here

# Weapons Policy

- [Description of weapons policy as needed]



Insert your  
Organization's  
Logo Here

# Documentation

- C/E Handbook
  - Exercise Evaluation Guides (EEGs)
  - Communications Plan
- MSEL
  - Timeline
  - Injects



Insert your  
Organization's  
Logo Here

# Master Scenario Events List (MSEL) Timeline

- [High-level MSEL timeline information]



Insert your  
Organization's  
Logo Here

# Administrative Details

- [Restroom locations]
- [Food and water]
- [Others as necessary]
- After the Hot Wash, please return:
  - All badges
  - All documentation (EEGs and any notes/logs)
  - Participant feedback form



Insert your  
Organization's  
Logo Here

# Controller Responsibilities

- Senior Controller
  - Monitor exercise progress and make decisions regarding any deviations or changes
  - Coordinate any required modifications
- Controller
  - Introduce, maintain, and coordinate exercise events in accordance with the MSEL
  - Observe and report exercise artificialities that interfere with realism
- Additional information is listed in the Controller and Evaluator (C/E) Handbook



Insert your  
Organization's  
Logo Here

# Controller Guidelines

- DO:
  - Deliver injects promptly as listed in the MSEL or directed by the Senior Controller or Exercise Director
  - Coordinate activities with the Exercise Director, Senior Controller, SimCell, and other controllers in your area
  - Notify the Senior Controller of events or need for changes
  - Notify the Exercise Director and/or Senior Controller of ANY problems related to safety or scenario play
  - Begin and end all exercise communications with the statement, [**“This is an exercise”**]



Insert your  
Organization's  
Logo Here



# Controller Guidelines (cont'd)

- DO NOT:
  - Hold personal conversations with players
  - Provide extra or advance information to players
  - Prompt players (unless directed by the Exercise Director or Senior Controller)



Insert your  
Organization's  
Logo Here

# Evaluation Overview

- The goal of exercise evaluation is to assess an organization's capabilities to accomplish a mission, function, or objective
- Evaluation is accomplished by:
  - Observing the event and collecting supporting data
  - Analyzing the data to compare performance against expected outcomes
  - Reporting exercise outcomes in the AAR



Insert your  
Organization's  
Logo Here

# Evaluator Responsibilities

- Understand the exercise objectives, core capabilities, concept, and scenario
- Be familiar with the plans, policies, and procedures for the function or organization being evaluated
- Use EEGs to document performance relative to exercise objectives, core capabilities, capability targets, and critical tasks
- Inform the Senior Controller of problems related to exercise design
- Collect and submit all evaluation data, EEGs, and materials to the Lead Evaluator after the exercise
- Additional information is listed in the C/E Handbook



Insert your  
Organization's  
Logo Here

# Evaluator Guidelines

- DO:
  - Observe and record player activities
  - Focus on critical tasks and capability targets
  - Assign EEG capability target ratings
  - Document strengths and areas for improvement
  - Complete your EEGs either during or immediately after the exercise
- DO NOT:
  - Leave your post at key times
  - Prompt players
  - Answer questions for players
  - Interfere with player actions



Insert your  
Organization's  
Logo Here

# Evaluation Requirements

- Evaluation requirements specify what will be evaluated during the exercise and how exercise play will be assessed
- Evaluation requirements are documented in the EEGs
  - Core capabilities
  - Capability targets
  - Critical tasks
- Performance ratings



Insert your  
Organization's  
Logo Here

# Exercise Evaluation Guides

- EEGs will be used to track evaluation of the objectives
- The following evaluation requirements have been selected for this exercise:

<b>Objective</b>	<b>Core Capability</b>	<b>Capability Target(s)</b>	<b>Critical Task(s)</b>
[Insert exercise objective]	[Insert core capability]	[Insert target(s)]	[Insert critical task(s)]
[Insert exercise objective]	[Insert core capability]	[Insert target(s)]	[Insert critical task(s)]
[Insert exercise objective]	[Insert core capability]	[Insert target(s)]	[Insert critical task(s)]



Insert your  
Organization's  
Logo Here

# EEGs (cont'd)

<b>EXERCISE EVALUATION GUIDE</b>		
<i>Exercise Name:</i> [Insert exercise name]	<i>Organization/Jurisdiction:</i>	<i>Venue:</i>
<i>Exercise Date:</i> [Insert exercise date]	[Insert organization or jurisdiction]	[Insert venue name]
<b>[Insert Mission Area]</b>		
<i>Exercise Objective:</i> [Insert exercise objective]		
<i>Core Capability:</i> <b>[Insert core capability]</b> [Insert capability description]		
<b>Exercise Capability Target 1: [Insert customized target based on plans and assessments]</b>		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<b>Exercise Capability Target 2: [Insert customized target based on plans and assessments]</b>		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<b>Exercise Capability Target 3: [Insert customized target based on plans and assessments]</b>		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		
<i>Critical Task:</i> [Insert task from frameworks, plans, or SOPs]		



Insert your  
Organization's  
Logo Here

# EEGs (cont'd)

Exercise Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
[Insert Exercise Capability Target 1 from page 1]	<ul style="list-style-type: none"> <li>[Insert Exercise Capability Target 1 Critical Tasks from page 1]</li> </ul>		
[Insert Exercise Capability Target 2 from page 1]	<ul style="list-style-type: none"> <li>[Insert Exercise Capability Target 2 Critical Tasks from page 1]</li> </ul>		
[Insert Exercise Capability Target 3 from page 1]	<ul style="list-style-type: none"> <li>[Insert Exercise Capability Target 3 Critical Tasks from page 1]</li> </ul>		

Evaluator Name \_\_\_\_\_

Evaluator E-mail \_\_\_\_\_

Phone \_\_\_\_\_

**Ratings Key**

P – Performed without Challenges

S – Performed with Some Challenges

M – Performed with Major Challenges

U – Unable to be Performed



Insert your  
Organization's  
Logo Here



# Capability Target Ratings

- Evaluators assign ratings for each capability target listed on the EEG
- Review notes and observations relating to EEG critical tasks, and assign one of four ratings for the capability target:
  - Performed without Challenges (P)
  - Performed with some Challenges (S)
  - Performed with Major Challenges (M)
  - Unable to be Performed (U)
- Consult the ratings definitions page in the EEG to determine the correct rating for the capability target



Insert your  
Organization's  
Logo Here

# Final Reminders

- Safety comes first. Use the phrase [**“real-world emergency”**] when an emergency occurs
- Know your role and responsibilities
- Understand the scenario
- Do not prompt or get in the way of players
- Contact the Exercise Director and/or Senior Controller with any problems or questions



Insert your  
Organization's  
Logo Here

# Questions?



Insert your  
Organization's  
Logo Here

# Directions for this Template

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HSEEP-C02



Insert your  
Organization's  
Logo Here

# [Exercise Name]

---

Controller/Evaluator Debriefing

[Date]



Insert your  
Organization's  
Logo Here

# Welcome and Introductions

- Name
- Organization



Insert your  
Organization's  
Logo Here

# Purpose

The purpose of the C/E Debriefing is to review exercise conduct and discuss strengths, areas for improvement, and progress in completing exercise objectives.



Insert your  
Organization's  
Logo Here

# Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]



Insert your  
Organization's  
Logo Here



# Functional Area Report



Insert your  
Organization's  
Logo Here

# Functional Area Report (cont'd)



Insert your  
Organization's  
Logo Here

# Functional Area Report (cont'd)



Insert your  
Organization's  
Logo Here

# Next Steps

- [Sponsor Organization] will:
  - Draft the After Action Report (AAR)
  - Distribute the draft AAR to elected and appointed officials, who validate observations and identify corrective actions
  - Schedule After-Action Meeting



Insert your  
Organization's  
Logo Here

# Administrative

- Return:
  - Badges [and/or vests]
  - Documentation
    - Exercise Evaluation Guides (EEGs)
    - Participant Feedback Forms
- [Other as needed]



Insert your  
Organization's  
Logo Here

# Questions?



Insert your  
Organization's  
Logo Here

# Directions for this Template

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Rev. April 2013

HSEEP-C10



Insert your  
Organization's  
Logo Here

# [Exercise Name]

---

Elected/Appointed Officials Briefing

[Date]



Insert your  
Organization's  
Logo Here



# Welcome

- [Name]
- [Title (e.g., Exercise Director or Lead Planner)]
- [Organization]



Insert your  
Organization's  
Logo Here

# Agenda

- Exercise Overview
- Exercise Scope
- Objectives and Core Capabilities
- Scenario
- Participants
- Exercise Play
- Schedule
- Next Steps



Insert your  
Organization's  
Logo Here

# Exercise Overview

- [General description]



Insert your  
Organization's  
Logo Here

# Exercise Scope

- [Exercise type]
- [Mission area(s)]
- [Participation level]
- [Exercise parameters]
- [Exercise duration]
- [Exercise location]



Insert your  
Organization's  
Logo Here

# Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]



Insert your  
Organization's  
Logo Here

# Scenario

- [Insert a brief description of the scenario, including any key scenario events]



Insert your  
Organization's  
Logo Here

# Exercise Participants

- [List participating organizations]



Insert your  
Organization's  
Logo Here

# Exercise Play

- Exercise play will be on [date] from [time] to [time]
- Exercise play will take place at [exercise sites]
- Play will be restricted to the delineated areas surrounding [exercise site]



Insert your  
Organization's  
Logo Here



# Schedule

- Date
  - [Time] Player Briefing
  - [Time] Exercise Play
  - [Time] End of Exercise (EndEx)
  - [Time] Player Hot Wash



Insert your  
Organization's  
Logo Here

# Next Steps

- Compile draft After-Action Report (AAR)
- Distribute draft AAR
- Hold After-Action Meeting
- Finalize AAR-Improvement Plan
- Track corrective actions to completion



Insert your  
Organization's  
Logo Here

# Questions?



Insert your  
Organization's  
Logo Here

# Directions for this Template

- Use the Slide Master to make universal changes to the presentation, including inserting your organization's logo  
– “View” tab > “Slide Master”
- Replace placeholders (indicated by brackets [ ]) with information specific to your exercise
- Delete any slides that are not relevant for your exercise (e.g. Actor Decontamination)
- Font size should not be smaller than 22pt

Rev. April 2013

HSEEP-C03



Insert your  
Organization's  
Logo Here

# [Exercise Name]

---

Exercise Actor Briefing

[Date]



Insert your  
Organization's  
Logo Here

# Agenda

- [Time] [Meeting agenda item]



Insert your  
Organization's  
Logo Here

# Thank you!

- Thank you for your participation
- You provide necessary realism for the responders
- Without your assistance, this exercise would not be possible



Insert your  
Organization's  
Logo Here

# Exercise Overview

- A [length of play] exercise focused on [prevention/protection/mitigation/response/recovery] to [scenario]
- No-fault learning environment
- A training tool



Insert your  
Organization's  
Logo Here



# Exercise Players

- [Participating organizations]



Insert your  
Organization's  
Logo Here

# Exercise Safety

- Safety is everyone's concern
- Safety concerns override exercise conduct
- In the event of an actual emergency, stop play and say, [**“This is a real-world emergency.”**]
- Be aware that operating in this environment is inherently dangerous
- The players will take this seriously; so should you
- Emergency POC: [insert name and phone number]



Insert your  
Organization's  
Logo Here

# Exercise Schedule

- [Date]
  - Player briefing: [Time]
  - Start of exercise (StartEx): [Time]
  - End of exercise (EndEx): [Time]
  - Hot Wash: Immediately after EndEx



Insert your  
Organization's  
Logo Here

# Exercise Location

- [Maps]



Insert your  
Organization's  
Logo Here

# Scenario Overview

- [Scenario overview, including date, time, setting, incident, and weather, as appropriate]



Insert your  
Organization's  
Logo Here

# Exercise Identification

- Actors will wear [color] badges and symptomatology tags to identify their symptoms to players



Insert your  
Organization's  
Logo Here

# Exercise Identification (cont.)

Exercise Director	[color] hat
Exercise team	[color] hats
Controllers	[color] badges
Evaluators	[color] badges
Support staff	[color] badges
Players	[color] badges
Observers	[color] badges
Media	[color] badges
Actors	[color] badges



Insert your  
Organization's  
Logo Here

# What Will Happen?

- A simulated emergency will initiate exercise play
- The actor controller will instruct you to react
- Exercise players will arrive on the scene and begin to assess the situation
- You may not see exercise players immediately. Exercise play may evolve slowly because players will need to assess the situation before acting
- [Others as needed]



Insert your  
Organization's  
Logo Here



# What Will Happen? (cont.)

- Actors who are nonambulatory (can't walk) may be there a while
- There will be no invasive treatments (no medicines or needles)
- Continue to display your “symptoms” throughout the exercise.  
DO NOT STOP ACTING
- Water will be available during the exercise. Please drink it to stay hydrated
- Follow the instructions of the actor controller



Insert your  
Organization's  
Logo Here

# Actor Decontamination (Optional)

- Follow the instructions of the decontamination team
- Do not take personal items and mobile phones and electronic through the decontamination zone
- During decontamination, you will be hosed off with water
- After decontamination, you will be triaged (prioritized for treatment)



Insert your  
Organization's  
Logo Here

# Hospital Transportation (Optional)

- Some actors may be transported to staging areas or pre-positioned at hospitals before the exercise starts
- Actors transported to hospitals will be transported back to the exercise site
- Follow the instructions of the actor controller



Insert your  
Organization's  
Logo Here

# What Will Happen? (cont.)

- At the conclusion of your participation:
  - Complete and turn in the assessment form on your victim tag (if provided)
  - Complete the participant feedback form
  - Sign out for accountability



Insert your  
Organization's  
Logo Here

# How to Play Your Role

- Act your role, but don't overact
- Do not ad lib symptoms
- If there is a problem, or you do not feel well, tell the nearest responder or controller, [**“This is a real emergency”**]



Insert your  
Organization's  
Logo Here

# Final Exercise Reminders

- Know your role and the symptoms. Do not overact
- Do not prompt or get in the way of players
- Contact controllers with any problems
- SAFETY COMES FIRST. Use the phrase [**“This is a real emergency”**] in an actual emergency

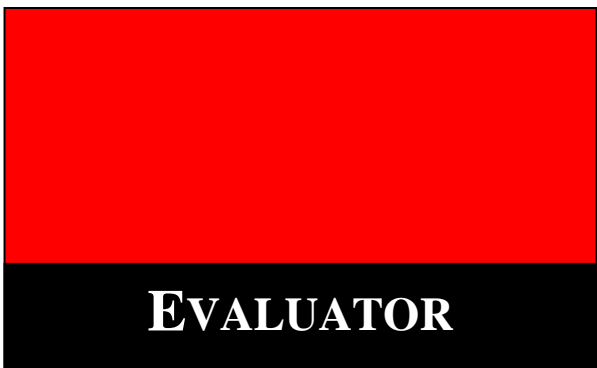
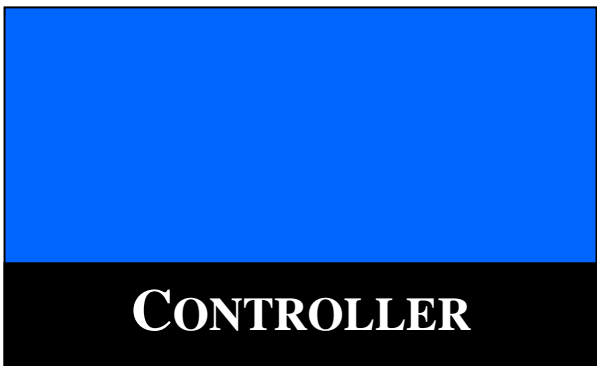
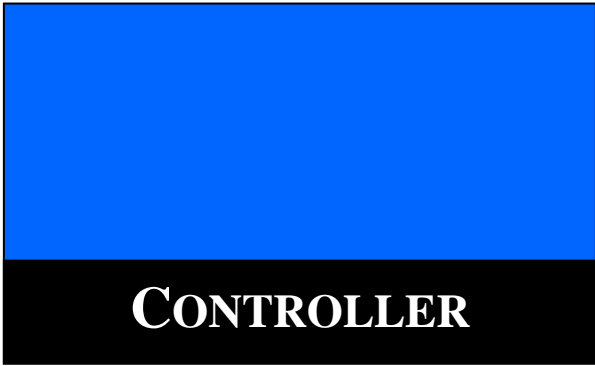
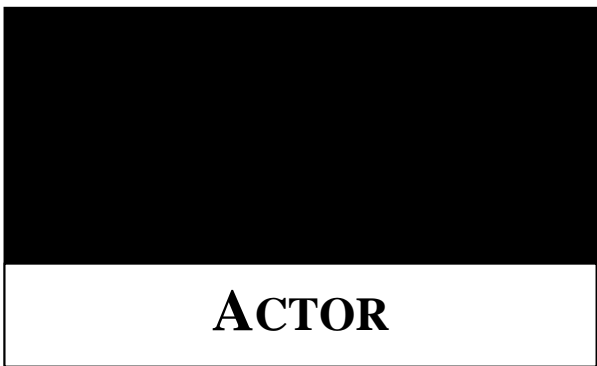
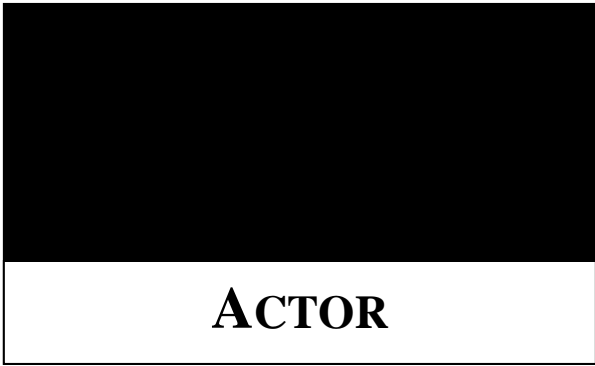


Insert your  
Organization's  
Logo Here

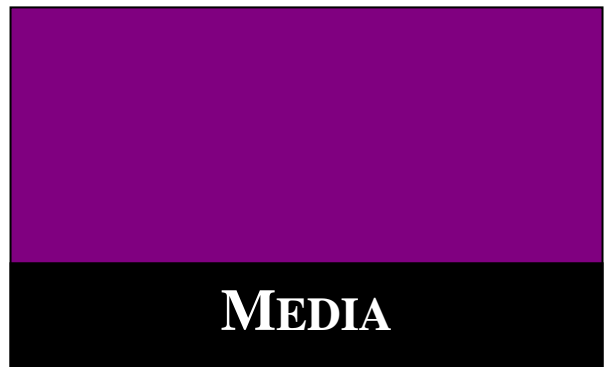
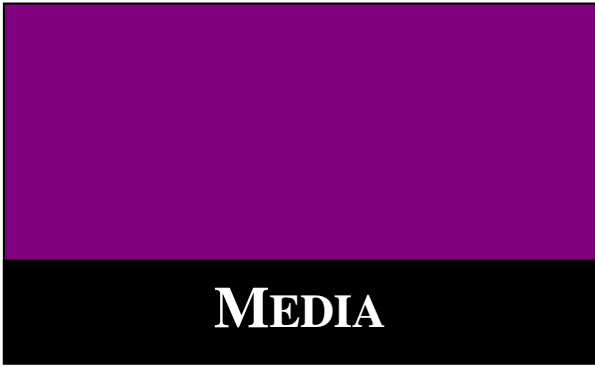
# Questions?



Insert your  
Organization's  
Logo Here









## PARTICIPANT FEEDBACK FORM

Thank you for participating in this exercise. Your observations, comments, and input are greatly appreciated, and provide invaluable insight that will better prepare our nation against threats and hazards. Any comments provided will be treated in a sensitive manner and all personal information will remain confidential. Please keep comments concise, specific, and constructive.

### Part I: General Information

Please enter your responses in the form field or check box after the appropriate selection.

Name: \_\_\_\_\_

Agency/Organization Affiliation: \_\_\_\_\_

Position Title: \_\_\_\_\_

Years of Experience in Present Position: \_\_\_\_\_

Number of Exercises Previously Participated in:  0  1-5  5-10  15+

Exercise Role:  Player  Facilitator/Controller  Observer  Evaluator

Location during Exercise: \_\_\_\_\_

### Part II: Exercise Design

Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided, with 1 indicating strong disagreement and 5 indicating strong agreement.

Assessment Factor	Strongly Disagree			Strongly Agree	
Pre-exercise briefings were informative and provided the necessary information for my role in the exercise.	1	2	3	4	5
The exercise scenario was plausible and realistic.	1	2	3	4	5
Exercise participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5
Participants were actively involved in the exercise.	1	2	3	4	5
Exercise participation was appropriate for someone in my field with my level of experience/training.	1	2	3	4	5
The exercise increased my understanding about and familiarity with the capabilities and resources of other participating organizations.	1	2	3	4	5
The exercise provided the opportunity to address significant decisions in support of critical mission areas.	1	2	3	4	5
After this exercise, I am better prepared to deal with the capabilities and hazards addressed.	1	2	3	4	5

### Part III: Participant Feedback

1. I observed the following strengths during this exercise (please select the corresponding capability and applicable element related to the strength):

Strengths	Core Capability	Element
	[list core capabilities for this exercise]	Planning <input type="checkbox"/> Organization <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/>
	[list core capabilities for this exercise]	Planning <input type="checkbox"/> Organization <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/>
	[list core capabilities for this exercise]	Planning <input type="checkbox"/> Organization <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/>

2. I observed the following areas for improvement during this exercise (please select the corresponding capability and applicable element related to the area for improvement):

Areas for Improvement	Core Capability	Element
	[list core capabilities for this exercise]	Planning <input type="checkbox"/> Organization <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/>
	[list core capabilities for this exercise]	Planning <input type="checkbox"/> Organization <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/>
	[list core capabilities for this exercise]	Planning <input type="checkbox"/> Organization <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/>

3. What specific training opportunities helped you (or could have helped you) prepare for this exercise? Please provide specific course names if applicable.

Training	Completed Prior to Exercise? (Y/N)

4. Which exercise materials were most useful? Please identify any additional materials or resources that would be useful.

5. Please provide any recommendations on how this exercise or future exercises could be improved or enhanced.

# Directions for this Template

- Use the Slide Master to make universal changes to the presentation, including inserting your organization's logo
  - “View” tab > “Slide Master”
- Replace placeholders (indicated by brackets [ ]) with information specific to your exercise

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Insert your  
Organization's  
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**[Organization]**

**[Name]**

**[Name]**

**[Organization]**



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# Directions for this Template

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- Delete any slides that are not relevant for your exercise
- Font size should not be smaller than 22pt

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HSEEP-C11



Insert your  
Organization's  
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# [Exercise Name]

---

Observer Briefing

[Date]



Insert your  
Organization's  
Logo Here

# Welcome

- [Name]
- [Title (e.g., Exercise Director or Lead Planner)]
- [Organization]



Insert your  
Organization's  
Logo Here

# Agenda

- Exercise Overview
- Exercise Scope
- Objectives and Core Capabilities
- Scenario
- Participants
- Exercise Play
- Schedule
- Next Steps



Insert your  
Organization's  
Logo Here

# Exercise Overview

- [General description]



Insert your  
Organization's  
Logo Here

# Exercise Scope

- [Exercise type]
- [Mission area(s)]
- [Participation level]
- [Exercise parameters]
- [Exercise duration]
- [Exercise location]



Insert your  
Organization's  
Logo Here

# Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]



Insert your  
Organization's  
Logo Here

# Scenario

- [Insert a brief description of the scenario, including any key scenario events]



Insert your  
Organization's  
Logo Here

# Exercise Participants

- [List participating organizations]



Insert your  
Organization's  
Logo Here



# Exercise Play

- Exercise play will be on [date] from [time] to [time]
- Exercise play will take place at [exercise sites]
- Play will be restricted to the delineated areas surrounding [exercise site]



Insert your  
Organization's  
Logo Here

# Exercise Assumptions

- The exercise will be conducted in a no-fault learning environment wherein systems and processes, not individuals, will be evaluated
- The exercise scenario is plausible, and results occur as they are presented
- Exercise simulation will be realistic and plausible, and will contain sufficient detail from which players can respond
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.
- [Others as needed]



Insert your  
Organization's  
Logo Here

# Exercise Artificialities

- Exercise communication and coordination is limited to participating exercise organizations, venues, and the SimCell
- Only communication methods listed in the Communications Directory are available for players to use during the exercise
- [Others as needed]



Insert your  
Organization's  
Logo Here

# Schedule

- Date
  - [Time] Player Briefing
  - [Time] Exercise Play
  - [Time] End of Exercise (EndEx)
  - [Time] Player Hot Wash



Insert your  
Organization's  
Logo Here

# Safety

- Safety is everyone's concern
  - Safety concerns override exercise execution
  - Alert the nearest controller if you have safety concerns
- The safety officer for this exercise is [Name]
- Actual emergencies will be identified by saying [**“This is a real emergency”**]
- Report any injuries
- Be aware that operating in an operations-based exercise environment is inherently dangerous



Insert your  
Organization's  
Logo Here

# Security

- Badges [and hats/vests] identify authorized persons
  - Unauthorized persons are to be escorted out of the exercise play area



Insert your  
Organization's  
Logo Here

# Participant Identification

Players	[color] badges
Observers	[color] badges
Controllers	[color] badges
Evaluators	[color] badges
Support staff	[color] badges
Media	[color] badges
Actors	[color] badges



Insert your  
Organization's  
Logo Here

# Observer Guidelines

- Remain within the designated observation area
- Do not interfere with exercise play
- Direct any questions to [Observer Controller or other designated individual]
- [Others, as needed]



Insert your  
Organization's  
Logo Here



# Questions?



Insert your  
Organization's  
Logo Here

# Directions for this Template

- Use the Slide Master to make universal changes to the presentation, including inserting your organization's logo
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HSEEP-C06



Insert your  
Organization's  
Logo Here

# [Exercise Name]

---

Player Briefing

[Date]



Insert your  
Organization's  
Logo Here

# Welcome

- [Name]
- [Title (e.g., Exercise Director or Lead Planner)]
- [Organization]



Insert your  
Organization's  
Logo Here

# Agenda

- [Time] [Meeting agenda item]



Insert your  
Organization's  
Logo Here

# Purpose

The purpose of the Player Briefing is to address individual roles and responsibilities, exercise parameters, safety, security badges, and any remaining logistical exercise concerns or questions



Insert your  
Organization's  
Logo Here

# EXERCISE OVERVIEW



Insert your  
Organization's  
Logo Here

# Exercise Overview

- [General description]



Insert your  
Organization's  
Logo Here



# Exercise Scope

- [Exercise type]
- [Mission area(s)]
- [Participation level]
- [Exercise parameters]
- [Exercise duration]
- [Exercise location]



Insert your  
Organization's  
Logo Here

# Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]



Insert your  
Organization's  
Logo Here

# Exercise Participants

Players	[color] badges
Observers	[color] badges
Controllers	[color] badges
Evaluators	[color] badges
Support staff	[color] badges
Media	[color] badges
Actors	[color] badges



Insert your  
Organization's  
Logo Here

# Exercise Play

- Exercise play will be on [date] from [time] to [time]
- Exercise play will take place at [exercise sites]
- Play will be restricted to the delineated areas surrounding [exercise site]



Insert your  
Organization's  
Logo Here

# Exercise Assumptions

- The exercise will be conducted in a no-fault learning environment wherein systems and processes, not individuals, will be evaluated
- The exercise scenario is plausible, and results occur as they are presented
- Exercise simulation will be realistic and plausible, and will contain sufficient detail from which players can respond
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.
- [Others as needed]



Insert your  
Organization's  
Logo Here

# Exercise Artificialities

- Exercise communication and coordination is limited to participating exercise organizations, venues, and the SimCell
- Only communication methods listed in the Communications Directory are available for players to use during the exercise
- [Others as needed]



Insert your  
Organization's  
Logo Here

# Schedule

- Date
  - [Time] Player Briefing
  - [Time] Exercise Play
  - [Time] End of Exercise (EndEx)
  - [Time] Player Hot Wash



Insert your  
Organization's  
Logo Here

# SAFETY AND SECURITY



Insert your  
Organization's  
Logo Here



# Safety

- Safety is everyone's concern
  - Safety concerns override exercise execution
  - Alert the nearest controller if you have safety concerns
- The safety officer for this exercise is [Name]
- Actual emergencies will be identified by saying [**“This is a real emergency”**]
- Report any injuries
- Be aware that operating in an operations-based exercise environment is inherently dangerous



Insert your  
Organization's  
Logo Here

# Security

- Badges [and hats/vests] identify authorized persons
  - Unauthorized persons are to be escorted out of the exercise play area



Insert your  
Organization's  
Logo Here

# Weapons Policy

- [Description of weapons policy as needed]



Insert your  
Organization's  
Logo Here

# PLAYER ROLES AND RESPONSIBILITIES



Insert your  
Organization's  
Logo Here

# Conduct of the Exercise

- [Description of exercise initiation and location(s) as appropriate]
- There may be follow-up exercise injects
- Subsequent player actions are self-directed
- Scenario timeline is constant



Insert your  
Organization's  
Logo Here

# Player Roles During the Exercise

- Conduct operations as normally as possible
- Follow safety guidelines
- Wear your exercise identification



Insert your  
Organization's  
Logo Here

# Player Roles After the Exercise

- Participate in the Hot Wash
- Complete and submit your Participant Feedback Form
- Provide copies of all logs, notes, and other documentation to the controllers
- [Additional reminders as needed]



Insert your  
Organization's  
Logo Here

# Briefings and Events

- Hot Wash: [Date and time]
- Controller and Evaluator Debriefing: [Date and time]
- After-Action Meeting: [Date]



Insert your  
Organization's  
Logo Here



# COMMUNICATIONS



Insert your  
Organization's  
Logo Here

# Player Communications

- All exercise communications begin and end with the statement: [**“This is an exercise”**]
- Any communications intended for non-playing organizations are directed to the SimCell
- In the event of a real emergency, say [**“This is a real-world emergency”**]



Insert your  
Organization's  
Logo Here

# Observers and Media

- Observers will be escorted
- Observers should not interfere with play
- Media personnel should not talk to players



Insert your  
Organization's  
Logo Here

# Questions?



Insert your  
Organization's  
Logo Here

## SYMPTOMATOLOGY CARD INSTRUCTIONS AND SAMPLE

The left half of the symptomatology tag is to be given to the actors before exercise play. The right half of the symptomatology tag can be used for a variety purposes, including:

- Collecting assessment data from actors;
- Soliciting general feedback from actors;
- Providing administrative information (e.g., important phone numbers); and
- Providing safety information.

## EXERCISE ACTOR SYMPTOMATOLOGY TAG

Date of Exercise: [MM/DD/YYYY] Casualty #: \_\_\_\_\_

### VISIBLE SYMPTOMS:

[Symptoms]

### PHYSICAL FINDINGS:

[Physical findings, e.g. respiration, pulse, blood pressure]

### OTHER PATIENT INFORMATION:

[Other patient information as needed]

## Sample Actor Exercise Assessment Form

Please complete the following questions at the conclusion of the exercise. This card is to be turned in at the checkout station at the exercise site. Please be accurate with your answers. Your cooperation is important and is appreciated.

### Field Assessment and Treatment:

1. Initial Contact and Triage
  - a. How long did it take response personnel to contact you? \_\_\_\_\_
  - b. How long did it take response personnel to begin decontaminating (if applicable)? \_\_\_\_\_
  - c. Were you examined on the scene more than once?  
 Yes  No
  - d. Identify the personnel who assessed your medical condition (list all)?  Fire  EMS  Police  Other \_\_\_\_\_
  - e. If you received a colored triage tag, what was the first colored tag given to you?  Green  Yellow  Red  Black  Never received a tag
  - f. What actions did response personnel take as a result of their assessment of your condition?  
\_\_\_\_\_  
\_\_\_\_\_
2. Treatment:
  - a. If conscious, did someone explain your treatment?  
 Yes  No
  - b. If conscious, were you given clear instructions?  Yes  No
  - c. What treatment was given?  
\_\_\_\_\_  
\_\_\_\_\_
3. Did you observe any outstanding actions among the response personnel you observed?  
\_\_\_\_\_  
\_\_\_\_\_

### Hospital (if applicable)

1. Which hospital did you go to?  
\_\_\_\_\_
2. Once at the hospital, how long was it until someone examined you?  
 Less than 5 minutes  5 minutes  10 minutes  15 minutes  Over 15 minutes  I was never examined at the hospital

**Exercise Design: Did you observe any problems during your participation in the exercise? What improvements would you suggest?**  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT LOSE THIS CARD! DO NOT LET ANYONE TAKE THIS CARD FROM YOU!**

A ride has been scheduled to return you to the exercise site. If you are not picked up, please call: [Insert number].

Thank you for your participation!

# Directions for this Template

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HSEEP-C08



Insert your  
Organization's  
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# [Exercise Name]

---

Exercise Briefing

[Date]



Insert your  
Organization's  
Logo Here



# Welcome and Overview

- [Name]
- [Title (e.g., Exercise Director or Lead Planner)]
- [Organization]



Insert your  
Organization's  
Logo Here

# Exercise Overview

- Exercise scope: [insert exercise type, duration, location(s), and parameters]
- Mission area(s): [insert mission area]



Insert your  
Organization's  
Logo Here

# Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]



Insert your  
Organization's  
Logo Here

# Participant Roles and Responsibilities

- **Players:** Respond to situation presented based on current plans, policies, and procedures
- **Observers:** Support players in developing responses, but do not participate in moderated discussion
- **Facilitators:** Provide situation updates and moderate discussions
- **Evaluators:** Observe and document player discussions



Insert your  
Organization's  
Logo Here

# Exercise Structure

- [Overview of exercise structure, including number and content of modules]



Insert your  
Organization's  
Logo Here

# Exercise Guidelines

- This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected
- Base your responses on the current plans and capabilities of your organization
- Decisions are not precedent setting; consider different approaches and suggest improvements
- Issue identification is not as valuable as suggestions and recommended actions that could improve [mission area] efforts; problem-solving efforts should be the focus
- [Other applicable exercise guidelines as needed]



Insert your  
Organization's  
Logo Here

# Assumptions and Artificialities

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated
- The exercise scenario is plausible, and events occur as they are presented
- All players receive information at the same time
- [Other assumptions and artificialities as needed]



Insert your  
Organization's  
Logo Here

# Exercise Schedule

Registration	[Time]
Welcome and Introduction	[Time]
Module 1: [Title]	[Time]
Break	[Time]
Module 2: [Title]	[Time]
Lunch	[Time]
Module 3: [Title]	[Time]
Break	[Time]
Hot Wash	[Time]
Closing Comments	[Time]



Insert your  
Organization's  
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# Module 1: [Title]



Insert your  
Organization's  
Logo Here

# Module 1

[Date, Time]

- [Overview of Module 1]
  - [Include as much information as possible directly from the Situation Manual (SitMan)]
  - [Accompany the text with photographs and graphics as appropriate]



Insert your  
Organization's  
Logo Here

# Module 1: Key Issues

- [Key points of the scenario in this module]



Insert your  
Organization's  
Logo Here

# Module 1: Discussion

- [Time allotted]



Insert your  
Organization's  
Logo Here

# Module 2: [Title]



Insert your  
Organization's  
Logo Here

# Module 2

[Date, Time]

- [Overview of Module 2]



Insert your  
Organization's  
Logo Here

# Module 2: Key Issues

- [Key points of the scenario in this module]



Insert your  
Organization's  
Logo Here

# Module 2: Discussion

- [Time allotted]



Insert your  
Organization's  
Logo Here



# Module 3: [Title]



Insert your  
Organization's  
Logo Here

# Module 3

[Date, Time]

- [Overview of Module 3]



Insert your  
Organization's  
Logo Here

# Module 3: Key Issues

- [Key points of the scenario in this module]



Insert your  
Organization's  
Logo Here

# Module 3: Discussion

- [Time allotted]



Insert your  
Organization's  
Logo Here

# Hot Wash

- Strengths

- 
- 
- 

- Areas for Improvement

- 
- 
- 



Insert your  
Organization's  
Logo Here

# Closing Comments



Insert your  
Organization's  
Logo Here