**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
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Rev. April 2013
HSEEP-C01

Insert your Organization’s Logo Here
[Exercise Name]

Controller/Evaluator Briefing

[Date]
Welcome and Introductions

- Name
- Organization
Meeting Agenda

- [Time] [Meeting agenda item]
Exercise Overview

- [General description]
Objectives and Core Capabilities

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

- [Scenario description]
Exercise Participants

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

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

- [Maps]
Exercise Identification

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

- [Description of weapons policy as needed]
Documentation

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

- [High-level MSEL timeline information]
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
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
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”]
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)
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.
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
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
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
Exercise Evaluation Guides

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

<table>
<thead>
<tr>
<th>Objective</th>
<th>Core Capability</th>
<th>Capability Target(s)</th>
<th>Critical Task(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Insert exercise objective]</td>
<td>[Insert core capability]</td>
<td>[Insert target(s)]</td>
<td>[Insert critical task(s)]</td>
</tr>
<tr>
<td>[Insert exercise objective]</td>
<td>[Insert core capability]</td>
<td>[Insert target(s)]</td>
<td>[Insert critical task(s)]</td>
</tr>
<tr>
<td>[Insert exercise objective]</td>
<td>[Insert core capability]</td>
<td>[Insert target(s)]</td>
<td>[Insert critical task(s)]</td>
</tr>
</tbody>
</table>
## EEGs (cont’d)

### Exercise Evaluation Guide

<table>
<thead>
<tr>
<th>Exercise Name:</th>
<th>[Insert exercise name]</th>
<th>Organization/Jurisdiction:</th>
<th>[Insert organization or jurisdiction]</th>
<th>Venue:</th>
<th>[Insert venue name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Date:</td>
<td>[Insert exercise date]</td>
<td>[Insert Mission Area]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Objective:</td>
<td>[Insert exercise objective]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Capability:</td>
<td>[Insert core capability]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Insert capability description]</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Capability Target 1:</td>
<td>[Insert customized target based on plans and assessments]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Task:</td>
<td>[Insert task from frameworks, plans, or SOPs]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Task:</td>
<td>[Insert task from frameworks, plans, or SOPs]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Task:</td>
<td>[Insert task from frameworks, plans, or SOPs]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Task:</td>
<td>[Insert task from frameworks, plans, or SOPs]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Task:</td>
<td>[Insert task from frameworks, plans, or SOPs]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Exercise Capability Target 2: | [Insert customized target based on plans and assessments] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |

| Exercise Capability Target 3: | [Insert customized target based on plans and assessments] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |
| Critical Task: | [Insert task from frameworks, plans, or SOPs] | | | | |

[Insert your Organization’s Logo Here]
EEGs (cont’d)

<table>
<thead>
<tr>
<th>Exercise Capability Target</th>
<th>Associated Critical Tasks</th>
<th>Observation Notes and Explanation of Rating</th>
<th>Target Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Insert Exercise Capability Target 1 from page 1]</td>
<td>• [Insert Exercise Capability Target 1 Critical Tasks from page 1]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Insert Exercise Capability Target 2 from page 1]</td>
<td>• [Insert Exercise Capability Target 2 Critical Tasks from page 1]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Insert Exercise Capability Target 3 from page 1]</td>
<td>• [Insert Exercise Capability Target 3 Critical Tasks from page 1]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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
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
Questions?
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”
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Rev. April 2013
HSEEP-C02
[Exercise Name]

Controller/Evaluator Debriefing

[Date]
Welcome and Introductions

- Name
- Organization
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.
Objectives and Core Capabilities

- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
- [Exercise objective]
  - [Linked core capabilities]
Functional Area Report
Functional Area Report (cont’d)
Functional Area Report (cont’d)
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
Administrative

- Return:
  - Badges [and/or vests]
  - Documentation
    - Exercise Evaluation Guides (EEGs)
    - Participant Feedback Forms
- [Other as needed]
Questions?
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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Rev. April 2013
HSEEP-C10
[Exercise Name]

Elected/Appointed Officials Briefing

[Date]
Welcome

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

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

- [General description]
Exercise Scope

- [Exercise type]
- [Mission area(s)]
- [Participation level]
- [Exercise parameters]
- [Exercise duration]
- [Exercise location]
Objectives and Core Capabilities

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

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

- [List participating organizations]
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]
Schedule

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

- Compile draft After-Action Report (AAR)
- Distribute draft AAR
- Hold After-Action Meeting
- Finalize AAR-Improvement Plan
- Track corrective actions to completion
Questions?
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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- Font size should not be smaller than 22pt

Rev. April 2013
HSEEP-C03
[Exercise Name]

Exercise Actor Briefing

[Date]
Agenda

- [Time] [Meeting agenda item]
Thank you!

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

- No-fault learning environment
- A training tool
Exercise Players

- [Participating organizations]
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]
Exercise Schedule

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

- [Maps]
Scenario Overview

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

- Actors will wear [color] badges and symptomatology tags to identify their symptoms to players
## Exercise Identification (cont.)

<table>
<thead>
<tr>
<th>Role</th>
<th>Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Director</td>
<td>[color] hat</td>
</tr>
<tr>
<td>Exercise team</td>
<td>[color] hats</td>
</tr>
<tr>
<td>Controllers</td>
<td>[color] badges</td>
</tr>
<tr>
<td>Evaluators</td>
<td>[color] badges</td>
</tr>
<tr>
<td>Support staff</td>
<td>[color] badges</td>
</tr>
<tr>
<td>Players</td>
<td>[color] badges</td>
</tr>
<tr>
<td>Observers</td>
<td>[color] badges</td>
</tr>
<tr>
<td>Media</td>
<td>[color] badges</td>
</tr>
<tr>
<td>Actors</td>
<td>[color] badges</td>
</tr>
</tbody>
</table>
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]
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
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)
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.
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
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”]
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
Questions?
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.

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

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Core Capability</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>[list core capabilities for this exercise]</td>
<td>Planning</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Organization</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Exercise</td>
<td>□</td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Areas for Improvement</th>
<th>Core Capability</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>[list core capabilities for this exercise]</td>
<td>Planning</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Organization</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Exercise</td>
<td>□</td>
</tr>
</tbody>
</table>
3. What specific training opportunities helped you (or could have helped you) prepare for this exercise? Please provide specific course names if applicable.

<table>
<thead>
<tr>
<th>Training</th>
<th>Completed Prior to Exercise? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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Rev. April 2013
HSEEP-C09
Directions for this Template

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- Font size should not be smaller than 22pt

Rev. April 2013
HSEEP-C11
[Exercise Name]

Observer Briefing

[Date]
Welcome

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

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

- [General description]
Exercise Scope

- [Exercise type]
- [Mission area(s)]
- [Participation level]
- [Exercise parameters]
- [Exercise duration]
- [Exercise location]
Objectives and Core Capabilities

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

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

- [List participating organizations]
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]
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]
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]
Schedule

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

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

Players [color] badges
Observers [color] badges
Controllers [color] badges
Evaluators [color] badges
Support staff [color] badges
Media [color] badges
Actors [color] badges
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]
Questions?
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-C06
[Exercise Name]

Player Briefing

[Date]
Welcome

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

- [Time] [Meeting agenda item]
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.
EXERCISE OVERVIEW
Exercise Overview

- [General description]
Exercise Scope

- [Exercise type]
- [Mission area(s)]
- [Participation level]
- [Exercise parameters]
- [Exercise duration]
- [Exercise location]
Objectives and Core Capabilities

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Players</td>
<td>[color]</td>
</tr>
<tr>
<td>Observers</td>
<td>[color]</td>
</tr>
<tr>
<td>Controllers</td>
<td>[color]</td>
</tr>
<tr>
<td>Evaluators</td>
<td>[color]</td>
</tr>
<tr>
<td>Support staff</td>
<td>[color]</td>
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<tr>
<td>Media</td>
<td>[color]</td>
</tr>
<tr>
<td>Actors</td>
<td>[color]</td>
</tr>
</tbody>
</table>
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]
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]
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]
Schedule

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

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

- [Description of weapons policy as needed]
PLAYER ROLES AND RESPONSIBILITIES
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
Player Roles During the Exercise

- Conduct operations as normally as possible
- Follow safety guidelines
- Wear your exercise identification
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]
Briefings and Events

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

- Observers will be escorted
- Observers should not interfere with play
- Media personnel should not talk to players
Questions?
**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.
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

- Use the Slide Master to make universal changes to the presentation, including inserting your organization’s logo
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Rev. April 2013
HSEEP-C08
[Exercise Name]

Exercise Briefing

[Date]
Welcome and Overview

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

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

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

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

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

- [Key points of the scenario in this module]
Module 1: Discussion

- [Time allotted]
Module 2: [Title]
Module 2

[Date, Time]

- [Overview of Module 2]
Module 2: Key Issues

- [Key points of the scenario in this module]
Module 2: Discussion

- [Time allotted]
Module 3: [Title]
Module 3

[Date, Time]

- [Overview of Module 3]
Module 3: Key Issues

- [Key points of the scenario in this module]
Module 3: Discussion

- [Time allotted]
Hot Wash

- Strengths
  -
  -
  -

- Areas for Improvement
  -
  -
  -
Closing Comments