Exercise Control Instructions

 Insert name of Exercise

*The intent of this document is to provide members of the Exercise Control (EXCON) team with information relating to the conduct of the Exercise.*

**Template note**: This template is scalable for large-scale multi-agency Exercises and small-scale single agency Exercises.

**Template use instructions:** All text displayed in blue is to provide assistance to the author and should be deleted before publishing. *Delete all instructions and sections that are not relevant to the proposed Exercise.* Authors should format their input in black colour font. *All text displayed in red is for detail to be inserted. Leave a field blank or delete if not relevant. Add space as required.*

*Refer to page 43 of the Guideline*

1. Exercise Control Staff and Responsibilities

*Refer to page 48-56 of the Guideline*

1.1 EXCON Team small scale Exercise

|  |
| --- |
| insert Exercise name EXCON Team |
| Exercise Director | insert name |
| Chief Controller | insert name |
| Master Schedule Management | insert name |
| insert name |
| Role Players | insert name |
| insert name |
| Logistics | insert name (Logistics Coordinator from Planning Team) |
| Safety | insert name |
| Venue Manager | insert name |
| Evaluation | insert name (Planning Coordinator from Planning Team)  |
| Evaluators | insert name |
| insert name |
| insert name |

1.2 EXCON Team (Large scale Exercise, delete if not applicable)

|  |
| --- |
| insert Exercise name EXCON Team |
| Exercise Director | insert name |
| Chief Controller | insert name |
| Deputy Chief Controller | insert name |
| Forward Exercise Control | Safety | insert name |
| Role Players | insert name |
| insert name |
| Scenario Tracking | MSE | insert name |
| Event Log | insert name |
| Administration and Logistics | insert name (Logistics Coordinator from planning team) |
| Welfare | insert name |
| Risk | insert name |
| Venue Manager | insert name |
| Budget | insert name |
| IT Comms | insert name |
| Catering | insert name |
| Evaluation | insert name (Planning Coordinator from planning team) |
| Evaluators | insert name |
| insert name |
| insert name |
| Observers | insert name |
| Media | Real | insert name |
| Pseudo | insert name |
| Agency Liaison | insert name |

1. EXCON Facilities

*Add details of EXCON facilities. These may include:*

* *Location - room number, address, security access, parking, map*
* *Catering*
* *Other*
1. Exercise Briefings

|  |  |  |
| --- | --- | --- |
| Brief  | Person Responsible | Time / Date / Location |
| Exercise Staff | insert name | insert date/time |
| Observers | insert name | insert date/time |
| Role players | insert name | insert date/time |
| Evaluators | insert name | insert date/time |
| Media | insert name | insert date/time |

1. Time Zones

*Detail Exercise timing, e.g. real time or compressed time as per Exercise plan*

1. Communication

*Detail EXCON communications plan / strategy, include phone contacts, email, radio channels*

1. Media and visitors

*List any arrangements that may be required for visitors or media*

1. Exercise Termination Strategy

*List any strategies that may be applied to end the Exercise, if applicable*

1. Exercise Facilities

*Detail Exercise facilities, arrangements, add maps, diagrams equipment details*