Facilitators Guide

Insert name of exercise

*This Facilitator’s Guide provides Exercise Facilitators with all the necessary tools and information to enable successful facilitation of the exercise. Exercise material contained within this guide is intended for the exclusive use of exercise planners, facilitators, and evaluators.*

***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 41 of the Guideline*

1. Introduction
   1. Exercise Need

*Summary of the need to conduct this Exercise*

* 1. Exercise Overview

*Short paragraph on what this Exercise is to achieve and who is the target audience*

* 1. State Emergency Management Capability

*Outline the core capabilities to be explored during the Exercise*

* 1. Exercise Aim

*One sentence to describe the aim of the Exercise*

* 1. Exercise Objectives

*Objectives must refer to the aim. They should be SMART (Specific, Measurable, Achievable, Realistic and Timely) and capability based*

* 1. Exercise Scope

*What is included and excluded?*

* 1. References

*Documentation that supports the exercise concept e.g. recommendations from operational analysis, need to test new capability etc.*

* 1. Participants

*The group that is the target of the Exercise*

* 1. Point of Contact

*The person organising or responsible for the Exercise*

1. General Information
   1. Scenario

*The Exercise scenario that will achieve Exercise aims and objectives. Refer to State Risk Team’s scenario*

* 1. Exercise Structure

*An outline of how the Exercise will be structured and what will occur*

*Example: This Exercise will be a multimedia, facilitated Exercise. Players will participate in the following insert number of modules modules:*

*A Module is a way of classifying different segments or stages of your Exercise in relation to your scenario. Modules may be time segments e.g. first ten minutes, or occurrences e.g. incident notification. A module may contain one or more objectives*

* *Module 1: insert module name e.g. incident notification*
* *Module 2: insert module name e.g. incident response*
* *Module 3: insert module name e.g. incident demobilisation*

*Each module will begin with a multimedia update that summarises key events occurring within that time period. After the updates, participants will review the situation and engage in functional group discussions of appropriate Prevention/Preparation/Response/Recovery issues. For this Exercise, the functional groups are as follows:*

* *Insert functional group(s) e.g. DFES*
* *Insert functional group e.g. Police*

*After these functional group discussions, participants will engage in a moderated plenary discussion in which a spokesperson from each group will present a synopsis of the group’s actions, based on the scenario.*

1. Exercise Guidelines

*Describe guidelines for the conduct of the Exercise.*

*Example: This Exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.*

*Respond to the scenario using your knowledge of current plans and capabilities (i.e. you may use only existing assets) and insights derived from your training.*

*Decisions are not precedent-setting and may not reflect your organisation’s final position on a given issue. This Exercise is an opportunity to discuss and present multiple options and possible solutions.*

*Issue identification is not as valuable as suggestions and recommended actions that could improve Prevention / Preparation / Response / Recovery efforts. Problem-solving efforts should be the focus.*

1. Exercise Assumptions

*Provide detail of the Exercise assumptions.*

*In any Exercise, assumptions may be necessary to complete the play, in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions are inherent in any Exercise and should not allow these considerations to negatively impact their participation. During this Exercise, the following apply:*

* *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.*

1. Exercise Evaluation

*Describe the Evaluation Process ie. Evaluation of the Exercise is based on the Exercise objectives and critical tasks, which are documented in the Exercise Evaluation Plan. Evaluators have Exercise Data collection templates for each of their assigned areas. Additionally, players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the Exercise and compile the final Exercise Evaluation Report*

1. Exercise Schedule

| **Time** | **Activity** |
| --- | --- |
| **(Month, Day, Year)** | |
| *00:00* | *Registration* |
| *00:00* | *Welcome and Opening Remarks* |
| *00:00* | *Module 1: Briefing, Discussion, and Debrief* |
| *00:00* | *Break* |
| *00:00* | *Module 2: Briefing, Discussion, and Debrief* |
| *00:00* | *Lunch* |
| *00:00* | *Module 3: Briefing, Discussion, and Debrief* |
| *00:00* | *Break* |
| *00:00* | *Exercise Debrief* |
| *00:00* | *Closing Comments* |

1. Exercise Modules / Serials (aligned to the MSE)
   1. Scenario details

*Provide scenario event details, including any relevant locations and persons/groups involved in the scenario*

* 1. Key Issues

*Summarize the key scenario events or issues to be explored*

* 1. Questions

*Based on the information provided, participate in the discussion concerning the issues raised in Module / Serial 1. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time*

*The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question*

Insert Functional Group(s) e.g. DFES, WA Police. Department of Health

*List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to help Evaluators collect data on the capability targets and critical tasks in the Exercise Evaluation Guidelines (EEGs)*

*Provide suggested discussion questions from evaluation plan. Add further modules as required.*

* 1. Resources

*Attach any resources such as SOPs, agency policies, etc. that may assist the facilitator in informing and guiding the discussion relating to the module name, e.g. fire agency incident notification SOP*