Participant Guide

Insert name of 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 41 of the Guideline*

1. Introduction
	1. Handling Instructions

*Who will use this handbook and at what security classification, if applicable.*

1. Background Information
	1. Exercise Overview

*Short paragraph on what this Exercise is to achieve. Summary of the need to conduct the Exercise*

* 1. State Emergency Management Core Capability

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

* 1. Exercise Aim

*One sentence describing 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 Format

*Style of the Exercise*

* 1. Exercise Scope and Assumptions
		1. In-exercise / out-of-exercise areas

*What are the boundaries of the Exercise?*

* + 1. No-go zones

*Are there any no-go zones e.g. identified unsafe areas*

* 1. Participant Guidance

*Any other information that may be useful to participants*

1. Situation
	1. General idea

*The General Idea is a broad statement of background information designed to provide Exercise participants with the knowledge that would be available during a real incident or emergency. It may also give detailed information about specific industries, local events or background information on particular hazards, such as chemicals or seasonal threats. Refer to page 34 of the Guideline.*

* 1. Technical briefs/detail

*Provide any technical or briefing information to participants*

* 1. Maps

Insert any relevant maps here

1. Command and Control

*Provide details for the participants on who will be*

* *Exercise Control (EXCON)*
* *Facilitators*
* *Evaluators*
* *Points of contact*
1. Participant command, control and coordination

*Provide details for the participants on*

* *What levels are playing*
* *How to interact with EXCON*
* *Provide an Exercise contact directory if required*
1. Administration and Logistics

*Add information under the following points that are relevant for your intended Exercise*

* 1. Exercise dates and locations
	2. Travel arrangements
	3. Accommodation
	4. Climate conditions
	5. Dress code
	6. Entry and security procedures
	7. Catering
	8. Communication
	9. Points of contact
	10. Expenses
		1. Incurring / approval of expenditure
		2. Allowances and claims
	11. Safety instructions
		1. Risk
1. Participating Agencies

*List the agencies participating in the Exercise*

1. Pre-Exercise Activity *Refer to page 37 of the Guideline*
	1. Pre-exercise training

*Detail any pre-exercise training that has been planned for the Exercise participants*

* 1. Briefings

*Date / time / location of any scheduled participant briefings*

* 1. Activity schedule

*Detail the schedule of activities for the Exercise*

1. Post-Exercise Activity *Refer to page 37 of the Guideline*
	1. Debriefings

*Detail the purpose time and location of the post-exercise debrief*

* 1. Evaluation

*Provide participants with a brief explanation of the method of evaluation being utilized and how the evaluators will be identified*

1. Attachments

*Attachments may include, communication instructions, timeline, contact directory, risk assessment or summary, if applicable*

* 1. Communication instructions
	2. Timeline
	3. Contact directory
	4. Risk assessment