### EXERCISE EVALUATOR BRIEFING

Insert name of Exercise

*Refer to page 56 of the Guidelines*

**PART A**

**Evaluator specific briefing(s)**

1. General overview of Exercise
2. State Emergency Management Capability Framework
3. Exercise aim
4. Exercise objectives
   1. What is the LGA / agency trying to get out of the Exercise?
   2. What are the key focus areas - strategic / operational / tactical?
   3. What should evaluators be focusing on or not?
   4. What is being tested?
   5. Last minute changes
5. Scope of Exercise
6. Exercise parameters
   1. Agencies participating and their role
   2. Agencies not participating
   3. Notional agency involvement
   4. Notional elements / Exercise management artificiality
   5. Relevant Exercise history / Exercise manager’s rationale for why particular aspects / activities are included or not included
   6. Any previously identified issues / lessons learned that are being revisited
7. LGA / organisation arrangements and current issues
   1. Environment - organisational, jurisdictional, political
8. Scenario
   1. Master schedule
   2. Critical scenario developments / key timings
   3. Key events relevant to evaluators
9. Exercise management structure
   1. Key timings
   2. Briefings / meetings
   3. Evaluator brief / debrief times
10. Evaluator administration
    1. General instructions
    2. Administration details
    3. Meals
    4. Accommodation
    5. Security / access
    6. Transport / hire cars
    7. Identification / tabards
11. Questions

**PART B**

**Agency / capability-specific briefing / discussions**

1. Evaluators to visit / meet with the relevant agency / capability area to discuss specific details
2. Detail of agency / capability objectives
3. Critical scenario developments / key timings for that agency / capability
4. Focus areas
5. Discuss / agree evaluator role

**PART C**

**General Exercise briefings that evaluators need to attend**

1. Safety - Risk assessment and management
2. Communications
3. Logistics
4. Media
5. Site visits
6. Other relevant meetings / briefings
7. Role player briefings
8. Debrief(s)