

# [Exercise Name]

# Situation Manual

**[Department / Unit Name]**

**[Date of Exercise]**

## Overview

|  |  |
| --- | --- |
| **Exercise Name** | [Insert exercise name here] |
| **Exercise Dates** | [Insert date of exercise here] |
| **Scope** | [Insert scope here]  [E.g., This exercise is a table-top exercise, planned for 2 hours on the Texas A&M University Campus. Exercise play is limited to roundtable discussion. THIS CAN BE DELETED] |
| **Objectives** | [Insert the objectives here]  [This row is to be used for an exercise AAR. It can be removed for an incident AAR.] |
| **Threat or Hazard** | [Insert the threat or hazard here]  [E.g., Active Shooter, COVID-19 Response] |
| **Scenario** | [Insert brief scenario here]  [E.g., A hostile patient that escalates into an active shooter situation.] |
| **Participating Departments / Organizations** | [Insert a brief summary of the total number of participants. Consider including the full list of participants in Appendix B. Delete Appendix B if not required.] |
| **Points of Contact** | [Insert point of contact for this situation manual] |

## General Information

### Exercise Objectives

The following exercise objectives describe the expected outcomes for the exercise. The objectives are selected by the Exercise Planning Team.

* [Insert objective]
* [Insert objective]
* [Include as many objectives as applicable]

### Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

* **Players:** Personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
* **Observers:** Do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
* **Facilitators:** Provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
* **Evaluators:** Are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, polices, and procedures.

### Exercise Structure

This exercise will be a multimedia, facilitated exercise. Players will participate in the following [Insert Number of Modules] modules.

* Module 1: [Insert module name (e.g., Initial Incident)]
* Module 2: [Insert module name (e.g., Expanding Incident)]
* Module 3: [Insert module name (e.g., Recovery)]

Each module begins with an update that summarizes key events occurring within that time period. After the updates, participants review the situation and engage in discussions of appropriate response and recovery issues.

### Exercise Guidelines

* This exercise will be held in an open, no-fault environment wherein capabilities, plans, systems, and processes will be evaluated. 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 jurisdiction’s/ organization’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 preparedness, response, or recovery efforts. Problem-solving efforts should be the focus.
* The assumption is that the exercise scenario is plausible, and events occur as they are presented. All players will receive information at the same time.

### Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities 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 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.

### Exercise Evaluation

Evaluation of the exercise is based on the exercise objectives. Facilitator observations and notes will be used to evaluate the exercise and compile the After Action Report (AAR)/Improvement Plan (IP).

## Module 1: [Module Name]

### [Time / Date]

[E.g. January 1, 2000: 12:00pm]

[Insert the scenario description for this module. Include as much detail as necessary that allows for the participants to engage in discussion.]

### Discussion Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 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.

1. [Insert discussion question]
2. [Insert discussion question]
3. [Include as many discussion questions as necessary to meet the objectives]

Example Questions

1. Discuss initial actions from key members upon notification of the incident.
2. What actions are being taken by department staff and others involved in the incident?
3. What are the priorities at this point in the incident?

## Module 2: [Module Name]

### [Time / Date]

[E.g. January 1, 2000: 12:30pm]

[Insert the scenario description for this module. Include as much detail as necessary that allows for the participants to engage in discussion.]

### Discussion Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. 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.

1. [Insert discussion question]
2. [Insert discussion question]
3. [Include as many discussion questions as necessary to meet the objectives]

Example Questions

1. Discuss initial actions from key members upon notification of the incident.
2. What actions are being taken by department staff and others involved in the incident?
3. What are the priorities at this point in the incident?

## Module 3: [Module Name]

### [Time / Date]

[E.g. January 1, 2000: 1:00pm]

[Insert the scenario description for this module. Include as much detail as necessary that allows for the participants to engage in discussion.]

### Discussion Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 3. 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.

1. [Insert discussion question]
2. [Insert discussion question]
3. [Include as many discussion questions as necessary to meet the objectives]

Example Questions

1. Discuss initial actions from key members upon notification of the incident.
2. What actions are being taken by department staff and others involved in the incident?
3. What are the priorities at this point in the incident?

## Appendix A: Exercise Schedule

| **Time** | **Activity** |
| --- | --- |
| E.g.  8:30am | Welcome and Opening Remarks |
| 8:40am | Plan Overview |
| 9:00am | Module 1 |
| 9:30am | Module 2 |
| 10:00am | Module 3 |
| 10:30am | Hotwash and Closing Comments |
| 11:00am | End Exercise |

## Appendix B: List of Participants

[Insert a list of invited participants]

## Appendix C: Relevant Plans

[List the relevant plans or procedures that will be tested in the exercise. Provide the URLs to the plans or procedures if they are posted online. State the location of the plans or procedures if not available online.]