Developing Emergency Exercises Worksheet

Choose Type of Exercise

- Orientation Seminar / Workshop
- Functional Exercise
- Drill
- Full-Scale Exercise
- Tabletop Exercise

Step 1: Assess Needs

Research what physical or geographical components of the school are most vulnerable. What are the threats, man-made and natural, to your school? Review the analysis of hazards within your plan.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
Review the history of incidents, if any______________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
Determine what crisis functions need to be exercised or tested.__________________________
_______________________________________________________________________________
_______________________________________________________________________________
Are there any current concerns for the school – recent incidents, changes in demographics, or other concerns that may need a better look?_________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Step 2: Purpose

Are you testing a new or revised plan? __________________________________________
Have you seen a problem that needs to be resolved? _______________________________
Is there a new law or regulation? _______________________________________________
Do you have new staff or students that require training on policies and procedures? Exercises are a great way to introduce staff and students to the emergency plan. :
_______________________________________________________________________________
Define your exercise purpose:
_______________________________________________________________________________

Step 3: Scope

Where will the exercise take place?
_______________________________________________________________________________
What are the time limits of the exercise?
_______________________________________________________________________________
What functions will be exercised? (I.e., communications, incident command, etc.)
_______________________________________________________________________________
How many players will there be?
_______________________________________________________________________________
What agencies are involved?
_______________________________________________________________________________
What emergency action are you testing?
Step 4: Develop Objectives

What do you want to accomplish?

- S = Specific – What exactly do you want to accomplish
- M = Measurable – Can it be measured, how?
- A = Achievable – Can you get it done in the time given?
- R = Realistic/Relevant – Will it lead to desirable results? Are you ready?
- T = Timely – When will it be accomplished?

Exercise Objective 1:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Exercise Objective 2:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Exercise Objective 3:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Exercise Objective 4:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

*One to two objectives are sufficient for smaller exercises like tabletops for Crisis Response Teams. Larger, more complex exercises may have up to 5-6 objectives.
**Step 5: Develop a Scenario**

What is the incident, and where does it occur?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What type of agent or hazard is involved in the incident?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What time did the incident occur?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What advance warning, if any, is available?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

How do players learn of the incident? *(May differ by position)*
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

How many casualties are there? *(If any)*
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What resources and structures, in any, are damaged in the incident?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Scenario Narrative:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Step 6: Developing Injects and Expected Actions (Events & Messages)

Exercise Time: ____________________
Inject Delivered From: ____________________ Inject Delivered To: ____________________
Injected by:
☐ Hard copy ☐ Fax
☐ Phone ☐ Radio
☐ Face to face ☐ E-mail
☐ Audiotape ☐ Videotape
☐ Other (please specify): ____________________

Message/Description:
_______________________________________________________________________________
_______________________________________________________________________________

Expected Player Action:
_______________________________________________________________________________

Learning Point:
_______________________________________________________________________________
_______________________________________________________________________________

Notes/Comments:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

*Reuse the above structure for all of the events (injects) you intend to implement during your exercise. As the scenario plays out, each core event or set of events within the scenario will have its own inject.*
Step 7: Timeline

Exercise Date: _________________________________

1. Meeting: ________________________________________________________________
   Date: _____________________________________________________________________

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

2. Meeting: ________________________________________________________________
   Date: _____________________________________________________________________

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

3. Meeting: ________________________________________________________________
   Date: _____________________________________________________________________

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
<tr>
<td>_____________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

Step 8: Logistics and Planning Components

- Facility – Determine if it meets the needs of the exercise
- Food / Refreshments
- Advanced Materials to Participants – Plans, procedures, etc.
- Sign-in Sheet, Handouts, Injects, Evaluations
- Presentation Method (PP, Flip Charts, Verbal, etc.)
- Room Set Up

*Each exercise will have a different list of logistics and planning components. Keep a running list of exercise needs in order to track and manage all activities and resources.*
Step 9: Conducting the Exercise

Setting Ground Rules: Every exercise should have some ground rules established to assist the participants in conducting the exercise.

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Identify those people that will conduct your exercise:
Who will facilitate the exercise? ____________________________
Who will control the exercise? ____________________________
This person/people monitors the deliver of the injects (events & messages)
Who will take notes? ____________________________
Who will evaluate the exercise? ____________________________

Step 10: Hotwash and After Action Report

Determine whether the objectives were realized?
Strengths – What went well?
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
Areas of Improvement – What are some gaps?
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

<table>
<thead>
<tr>
<th>Objective</th>
<th>Expected Outcome (s)</th>
<th>Observations (from Evaluator)</th>
<th>Corrective Action</th>
<th>Responsible Party</th>
<th>Timeline for Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>