**Exercise schedule**

**February 4, 2014**

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**General Information**

***Exercise Documentation***

Any documents generated by players during exercise play must be submitted to a **controller** or **evaluator** as part of the overall exercise documentation (e.g., WebEOC entries, e-mail messages, notes, activity logs).

***Participant Feedback Forms***

Please complete the participant feedback form distributed at the end of the exercise, and return it to a **controller** or **evaluator**.

**Exercise Safety**

***Actual Emergencies***

Real-world emergencies and participant safety take priority over exercise conduct. In a real-world emergency, notify the nearest **controller** and state, **“This is a real-world emergency.”** Cease all exercise play immediately, and comply with exercise control staff instructions.

***Accidents and Injuries***

All players have a basic responsibility to act as safety officers. Immediately report safety concerns, unsafe acts or conditions, injuries, and accidents to the nearest **controller**.

***The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exercise will be conducted in a no-fault learning environment and will evaluate existing plans, policies, and procedures as if players were responding to a real-world emergency. The exercise should not be viewed as a test or inspection of individual performance.***



***[Replace this text with Exercise Name]***

***Player Information Handout***

*Place your agency or appropriate logo or graphic here*

**[Replace this text with**

**Date, Time and Location**

**Of Exercise]**

**The \_\_\_\_\_\_\_\_\_\_\_ Exercise Director is:**

**[Name]**

**[Title]**

**[Email]**

**[Telephone]**

**For Official Use Only**

**Purpose, Scope, and Scenario**

***Purpose***

The purpose of the\_\_\_\_\_\_\_\_ Exercise is to evaluate player actions against current response plans and capabilities for an emergency or disaster response.

***Scope***

The \_\_\_\_\_\_\_\_\_\_\_ Exercise will be conducted \_\_\_\_\_*time & place*\_\_\_\_\_\_ . Exercise play is limited to \_\_\_\_(describe intended participants).

***Scenario***

*[Enter a brief synopsis of the scenario here]*

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**Questions**

Direct questions regarding exercise play to the nearest ***\_\_[describe controller or official contact]\_\_****.*

**target capabilities and exercise objectives**

1. *Describe target capabilities addressed and a brief discussion of associated objectives*

**Assumptions and Artificialities**

Earnest effort has been made to create a plausible and realistic scenario to exercise and validate identified objectives.

Exercise communication and coordination is limited to participating exercise organizations (county/tribal emergency managers and IDEOC Logistics Section staff members).

Because the exercise is of limited duration and scope, certain details will need to be simulated. This simulation may require players to use their best judgment in response to requests for additional information.

**Communications**

*[\_\_\_ Describe specific communications methods, and issues related to communications\_\_\_]*

All exercise transmissions must begin and end with the statement **“This is an exercise**.**”**