Exercise [Name] Coordinating Instruction

Exercise logo (if applicable)

Contents

Amendment schedule

The following table describes amendments that have been made to this Exercise Coordinating Instruction since version 1.0.

#### Document amendments

|  |  |
| --- | --- |
| Date  | Brief description of amendment |
|  |  |
|  |  |

Security Classification

Describe the handling instructions for this document.

# Introduction

Introduce how the exercise came about including a brief introduction on when the exercise will occur, the theme of the exercise (hazard type) and how it relates to the National Exercise Programme.

## Aim

State the overall exercise aim (in large exercises there will be an overall aim, however, individual agencies may have their own aims and objectives which will be outlined in each agency’s Exercise Instruction and other documentation).

## Objectives and KPIs

State the overall exercise objectives (in large exercises there will be overall objectives, however, individual agencies may have their own aims and objectives which will be outlined in each agency’s Exercise Instruction and other documentation). These may be included as an Appendix.

## Scenario

Include the outline scenario.

# Exercise Concept

## Assumptions

List any assumptions of the exercise.

## Scope and type

What type of exercise is it? (e.g. tabletop, full scale etc), and what size is it?- is it an all of government exercise, multi-agency or individual agency exercise? What will the exercise include and what will it not include?

## Themes

In large, complex exercises, there may be themes.

## Functions

In large, complex exercises, there may need to be several functions under each theme exercised to allow participants to exercise specific parts of a complex scenario.

## Timelines

List exercise timelines and key dates.

## Participation

Outline which agencies are taking part.

## Documentation

What key documentation will be issued as part of the exercise?

## Exercise Instruction

When will this be issued (and if multiple agencies are involved when these need to be completed by?).

## Evaluation and reporting

Outline who has overall responsibility for this. Do agencies need to appoint their own evaluators or will these be provided? When will debriefs be held? Who will collect debrief reports and when do they need to be completed by? Who will write the overall evaluation report and the Post Exercise Report?

# Exercise delivery

## Exercise format

Are there exercise phases? (for exercises with lead-in e.g. volcanic or weather events).

## Exercise hours

What days and times will the exercise be held?

## Injects

Are there different types of injects? Some may only be seen by certain agencies. How will injects be inputted into exercise play?

## Communication

Will normal communications be available in the exercise or will there be periods during the exercise when telecommunications blackouts are imposed by exercise control, and hence phones and on-line communications will be deemed not available?

# Responsibilities and administration

## Governance

Who is leading the exercise or has mandated it?

## Exercise Management

What is the exercise management structure?

## Exercise coordination and control arrangements

How will the exercise be coordinated and what are the responsibilities of the exercise planning team?

## Organisational responsibilities

Provide a brief outline of what agencies are responsible for in the lead up to, during and after the exercise.

## Finance

Will agencies fund their own costs?

## Contact details

List contact details for exercise coordinator(s).

Appendix 1: Exercise Objectives and Key Performance Indicators

The following objectives are based on those developed for the interagency National Exercise Programme (NEP). A reference to the corresponding NEP objectives is provided in the left hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| NEP Objective | Exercise Objectives | Training Objectives | Key Performance Indicators |
| *NO #* | 1. [Objective]
 | **1.1** [Training Objective] | **1.1.1** [KPI] |
| *NO #* | **2.0** [Objective] | **2.1** [Training Objective] | **2.1.1** [KPI] |
|  |  |  |  |