Exercise [Name] Instruction

Exercise logo (if applicable)

Contents

Amendment schedule

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

#### Document amendments

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

Security Classification

Describe the handling instructions for this document.

# Introduction

Briefly describe how the exercise came about and whether or not the exercise is part of a series of exercises and/or an exercise programme.

## Aim, objectives and key performance indicators

State the overall exercise aim, objectives and key performance indicators. In large exercises there will be an overall aim, and set of objectives and key performance indicators. However, individual agencies may have their own aims and objectives which will be outlined in each agency’s Exercise Instruction and other documentation). The objectives and key performance indicators may be included as an Appendix.

## Date, timings and location

Where will the exercise take place? What are the exercise dates and when will the exercise start and finish?

## Type and theme

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 is the theme of the exercise (hazard type).

## Assumptions

List any assumptions of the exercise.

## Scope

What will the exercise include and what will it not include?

## Scenario

Include the outline scenario. Some information could be included as an appendix.

# Participating Agencies

Who is involved? How many agencies? What is the extent of their involvement or level of participation?

# Exercise Delivery

How is the exercise to be delivered? Are there phases or separate sessions? What are the key deliverables? This information could be displayed as a timeline.

# Exercise Control and Evaluation

# Media and Communications

# Administration and Logistics

## Dress

## Accommodation

## Travel

## Access to building(s)

## ID

## Finance

## Exercise Point of Contact

## Health & Safety

# Appendices