Tasmanian Exercise Framework

Exercise Control Instructions

*<Insert Exercise Name>*

*<Insert Exercise Date>*

*The intent of this document is to provide members of the exercise control team with information relating to the conduct of the exercise.*

*\*Please follow the annotated instructions in blue and red below to populate this Exercise Control Instructions template. Delete all instructions and sections that are not relevant to the proposed Exercise.*

Exercise Control Staff and Responsibilities

*<Refer to handbook, Phase 3, Exercise Conduct, for details on the EXCON team structure and roles>*

Exercise Control (EXCON) Team *Small scale Exercise* *<delete if not applicable>*

|  |
| --- |
| *<insert Exercise name>* EXCON Team |
| Exercise Director | *<insert name>* |
| Chief Controller | *<insert name>* |
| Master Schedule Management | *<insert name>* |
| *<insert name>* |
| Role Players | *<insert name>* |
| *<insert name>* |
| Logistics | *<insert name>* (Logistics Coord from planning team) |
| Safety | *<insert name>* |
| Venue Manager | *<insert name>* |
| Evaluation | *<insert name>* (Planning Coord from planning team) |
| Evaluators | *<insert name>* |
| *<insert name>* |
| *<insert name>* |

Exercise control (EXCON) staff (appointments and responsibilities)

Exercise Control (EXCON) Team *large scale Exercise* *<delete if not applicable>*

|  |
| --- |
| *<insert Exercise name>* EXCON Team |
| Exercise Director | *<insert name>* |
| Chief Controller | *<insert name>* |
| Deputy Chief Controller | *<insert name>* |
| Forward Exercise Control | Safety | *<insert name>* |
| Role Players | *<insert name>* |
| *<insert name>* |
| Scenario Tracking | MSE | *<insert name>* |
| Event Log | *<insert name>* |
| Administration and Logistics | *<insert name>*(Logistics Coord from planning team) |
| Welfare | *<insert name>* |
| Risk | *<insert name>* |
| Venue Manager | *<insert name>* |
| Budget | *<insert name>* |
| IT Comms | *<insert name>* |
| Catering | *<insert name>* |
| Evaluation | *<insert name>* (Planning Coord from planning team) |
| Evaluators | *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| Observers | *<insert name>* |
| Media | Real | *<insert name>* |
| Pseudo | *<insert name>* |
| Agency Liaison | *<insert name>* |

2. EXCON Facilities

*<Add details of the Excon facilities. These may include:*

* *Location (room number, address, security access, parking)*
* *Catering*
* *Ablutions etc.*

3. Exercise Briefings

*<List the intended briefings that will need to be conducted pre and post Exercise>*

|  |  |  |
| --- | --- | --- |
| Brief  | Person Responsible | Time / Date |
| *Exercise Staff* | *<insert name>* | *<insert date/time>* |
| *Observers* | *<insert name>* | *<insert date/time>* |
| *Role players* | *<insert name>* | *<insert date/time>* |
| *Evaluators* | *<insert name>* | *<insert date/time>* |
| *Media* | *<insert name>* | *<insert date/time>* |

4. Time Zones

*<Detail Exercise timing, e.g. real time compressed time as per Exercise plan>*

5. Communication

*<Detail Excon communications plan/strategy , include phone contacts, email, radio channels etc.>*

6. Media and Visitors

*<list any arrangements that may be required for visitors or media>*

7. Exercise Termination Strategy

*<list any strategies that may be applied to end the Exercise, if appropriate>*

8. Exercise Facilities

*<detail Exercise facilities, arrangements, add maps, diagrams equipment details etc.>*