### EXERCISE INPUT TEMPLATE

***<Insert Exercise name>***

**INCIDENT/INFORMATION INPUT**

|  |  |
| --- | --- |
| Message number: | *<message number will correspond to the input number on the MSE>* |
| Date/time of inject: |  | Time injected: |  |
| Injection means: | *<e.g. phone/fax/email/other>* |
| From: | *<originator of the message>* |
| To: | *<destination>* |

Message:

*(Insert enough detail to allow the person inputting the message to field any immediate enquiries that may come from the input)*

Attachments:

*(Insert details of attachments that accompany this input)*

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Instructions:

*(Insert enough detail for helping an Exercise controller, facilitator or evaluator to follow-up on this input, if required)*