**Tasmanian Exercise Framework**

**Exercise Plan**

**Note**: All text displayed in blue or red is used to provide assistance to the author, and should be deleted before publishing. Authors to format their input in black colour font. *. Delete all instructions and sections that are not relevant to the proposed exercise after completing the Exercise Plan Template.*

*<Insert name of Exercise>*

1. Introduction

1.1 Exercise Need

*<Summary of the need to conduct this Exercise>*

1.2 Exercise Overview

*<Short paragraph, what this Exercise is to achieve. Who is the target audience?>*

1.3 Exercise Aim

*<One sentence, if possible, as per page 17 of the handbook>*

1.4 Exercise Objectives

*<Objectives must refer to the aim, refer to page 18 of the handbook>*

1.5 Exercise Scope

*<What is included: what is excluded>*

1.6 References

*<Documentation that supports the Exercise concept e.g. recommendations from operational analysis, need to test new capability etc.>*

1.7 Participants

*<Work group that is the target of the Exercise>*

2. Exercise Format

2.1. Type and Style of Exercise

*<Type, styles, phases etc.>*

2.2 Scenario

*<The Exercise scenario that will achieve Exercise aims and objectives.>*

3. Governance

*<List the parties who will form the governance structure for the Exercise, if approved:*

*As a minimum you will need in your governance structure an:*

* *Exercise Director/s*

*Exercise Steering Committee / Planning Team>*

Planning Phase Governance

*<refer to page 24, ‘Appoint an Exercise Planning Team’ of the hand book for more information>*

Exercise Planning Team Small Scale Exercise *<delete table if not applicable>*

|  |  |
| --- | --- |
| *<insert Exercise name>* Planning Team | |
| Role | Name |
| Exercise Director /  Planning Team Leader | *<insert name>* |
| Safety Advisor | *<insert name>* |
| Operations Coordinator | *<insert name>* |
| Planning Coordinator  (Evaluation Coordinator) | *<insert name>* |
| Logistics Coordinator | *<insert name>* |
| Admin / Finance Coordinator | *<insert name>* |

Exercise Planning Team Large Scale Exercise*<delete table if not applicable>*

|  |  |
| --- | --- |
| *<insert Exercise name>* Planning Team | |
| Exercise Director | *<insert name>* |
| Planning Team Leader | *<insert name>* |
| Operations Sub-Committee | *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| Logistics Sub-Committee | *<insert name>*  (EXCON Logistics Officer) |
| *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| Planning Sub-Committee | *<insert name>* (Evaluation Coordinator) |
| *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| Information Sub-Committee | *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| *<insert name>* |
| Safety | *<insert name>* |

4. Program of Activities

|  |  |  |
| --- | --- | --- |
| Event | Start Date | Complete Date |
| Initial Planning and Concept Development Meeting |  |  |
| Mid-Planning Meeting (if required) |  |  |
| Final Planning Meeting |  |  |
| Planned pre-Exercise activities (training etc.) |  |  |
| Exercise Briefings |  |  |
| Exercise |  |  |
| Exercise De-Briefs |  |  |
| Evaluation Reports to Exercise Director |  |  |
| Exercise Evaluation Report |  |  |

*<Include details of the Exercise location and planning meeting location(s)>*

*<What is the impact on the public, if any>*

5. Exercise Control

Exercise control (EXCON) staff (appointments and responsibilities)

*<Refer to page 52, ‘Appoint EXCON Team’ for more information on 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>* | |

5.1 Exercise Briefings

*<List the intended briefings that will need to be conducted pre and post Exercise, also add location(s) of the briefings, delete non-applicable briefings>*

|  |  |  |
| --- | --- | --- |
| 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>* |

5.2 Exercise Documentation

*refer to page 41 of the handbook for the applicable Exercise documentation required for your exercise style,.*

5.3 Safety and Security

*<detail any issues or risk management / assessments that may need to be conducted before the Exercise and a proposed completion date. A risk assessment template is provided with the suite of electronic exercise document templates>*

5.4 Media and visitors

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

5.5 Exercise Termination Strategy

*<list any strategies that may be applied to end the Exercise, if appropriate i.e. how and when will the exercise be stopped>*

6. Exercise Evaluation

6.1 Purpose of the Evaluation

*<Detail the purpose of the Exercise evaluation>*

6.2 Process of the Evaluation

*<Give brief overview of the methods of the evaluation; this information will be expanded and populated into the Exercise Evaluation Plan in detail>*

7. Administration

*Detail the projected timeline for each phase of the Exercise management cycle. Expand on the information you added in the Key Exercise Milestones of the exercise proposal*

7.1 Budget

*<Detail the Exercise budget and anticipated costs as per your exercise proposal document>*

7.2 Logistical Requirements

*<Detail the Exercise logistical requirements e.g. props, venues, equipment, role players, staffing etc>*

7.3 Catering

*<Detail the Exercise catering requirements if any.>*

7.4 Travel and Accommodation

*<Detail the Exercise travel and accommodation requirements if any.>*