Tasmanian Exercise Framework

Facilitator’s Guide

< Name of Exercise>

<Date>

This Facilitator’s Guide provides discussion Exercise facilitators with all the necessary tools and information to enable successful facilitation of the Exercise. Exercise material contained within this guide is intended for the exclusive use of Exercise planners, facilitators, and evaluators.

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

*<Insert name of Exercise>*

*<Start date – End date>*

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. General Information

2.1 Scenario

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

2.2 Exercise Structure

This Exercise will be a multimedia, facilitated Exercise. Players will participate in the following *<insert number of modules>* modules:

*<A Module is a way of classifying different segments or stages of your exercise in relation to your scenario. Modules may be time segments e.g. first ten minutes, or occurrences e.g. incident notification. A module may contain one or more objectives>*

* Module 1: *<insert module name e.g. incident notification>*
* Module 2: *<insert module name e.g. incident response>*
* Module 3: *<insert module name e.g. incident demobilisation>*

Each module begins with a multimedia update that summarises key events occurring within that time period. After the updates, participants review the situation and engage in functional group discussions of appropriate [prevention/preparation/response/recovery] issues. For this Exercise, the functional groups are as follows:

* *<Insert functional group e.g. DHHS etc.>*
* *<Insert functional group e.g. Police>*

After these functional group discussions, participants will engage in a moderated plenary discussion in which a spokesperson from each group will present a synopsis of the group’s actions, based on the scenario.

3. Exercise Guidelines

This Exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.

Respond to the scenario using your knowledge of current plans and capabilities (i.e. you may use only existing assets) and insights derived from your training.

Decisions are not precedent-setting and may not reflect your organisation’s final position on a given issue. This Exercise is an opportunity to discuss and present multiple options and possible solutions.

Issue identification is not as valuable as suggestions and recommended actions that could improve [prevention/preparation/response/recovery] efforts. Problem-solving efforts should be the focus.

4. Exercise Assumptions

In any Exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any Exercise, and should not allow these considerations to negatively impact their participation. During this Exercise, the following apply:

* The Exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
* The Exercise scenario is plausible, and events occur as they are presented.
* All players receive information at the same time.

5. Exercise Evaluation

Evaluation of the Exercise is based on the Exercise objectives and critical tasks, which are documented in Exercise Evaluation Plan. Evaluators have Exercise Data collection templates for each of their assigned areas. Additionally, players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the Exercise and compile the final Exercise Evaluation Report.

6. Exercise Schedule

| **Time** | **Activity** |
| --- | --- |
| **[Month Day, Year]** | |
| 0000 | Registration |
| 0000 | Welcome and Opening Remarks |
| 0000 | Module 1: Briefing, Caucus Discussion, and Debrief |
| 0000 | Break |
| 0000 | Module 2: Briefing, Caucus Discussion, and Debrief |
| 0000 | Lunch |
| 0000 | Module 3: Briefing, Caucus Discussion, and Debrief |
| 0000 | Break |
| 0000 | Exercise Debrief |
| 0000 | Closing Comments |

7. Exercise Modules

7.1 Module 1: *<insert module name e.g. incident notification>*

***[Month, Day, Year]: [Time]***

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

**Key Issues**

*<Summarize the key scenario events provided in this module.>*

**Questions**

Based on the information provided, participate in the discussion concerning the issues raised in Module 1. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

*<Insert Functional Group e.g. DHHS>*

*<List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to help Evaluators collect data on the capability targets and critical tasks in the Exercise Evaluation Guidelines (EEGs).>*

*<Insert Functional Group e.g. Police>*

*<List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to help Evaluators collect data on the capability targets and critical tasks in the EEGs.>*

[Provide suggested discussion questions from evaluation plan.]

**Resources**

*< attach any resources such as SOPs, agency policies, etc. that may assist the facilitator in informing and guiding the discussion relating to the module name, e.g. fire agency incident notification SOP.>*

7.2 Module 2: *<insert module name e.g. incident response>*

***[Month, Day, Year]: [Time]***

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

**Key Issues**

*<Summarize the key scenario events provided in this module.>*

**Questions**

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

*<Insert Functional Group e.g. fire, police, health>*

*<List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to help Evaluators collect data on the capability targets and critical tasks in the EEGs.>*

*<Insert Functional Group e.g. fire, police, health>*

*<List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to help Evaluators collect data on the capability targets and critical tasks in the EEGs.>*

[Provide suggested discussion questions from evaluation plan.]

**Resources**

*< attach any resources such as SOPs, agency policies, etc. that may assist the facilitator in informing and guiding the discussion relating to the module name, e.g. fire agency incident notification SOP.>*

ADD FURTHER MODULES AS REQUIRED