Tasmanian Exercise Framework

Participant Handbook

< Name of Exercise>

<Date>

This Participant Handbook provides Exercise participants with all the necessary tools and information to enable successful execution of the Exercise. Exercise material contained within this guide is intended for the exclusive use of Exercise participants.

1. Introduction

1.1 Handling instructions (security classification)

*<Who will use this handbook, and at what security classification if any?>*

2. Background Information

2.1 Exercise Overview

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

2.2 Exercise Aim

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

2.3 Exercise objectives

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

2.4 Exercise format

*<Style of the exercise>*

2.5 Exercise context

*<Provide the participants some context around the exercise>*

2.6 Exercise assumptions

*<What are the assumptions surrounding the exercise, what aspects (if any) will be notional?*

2.7 In-Exercise/out-of-Exercise areas

*<What are the boundaries of the exercise>*

2.8 No-go zones

*<Are there any no-go zones e.g. identified unsafe areas etc.>*

2.9 Participant guidance

*<Any other information that may be useful to participants>*

3. Situation

3.1 General idea

*<The General Idea is a broad statement of background information designed to provide Exercise participants with the knowledge that would be available during a real incident or emergency. It may also give detailed information about specific industries, local events or background information on particular hazards (such as chemicals or seasonal threats).>*

3.2 Technical briefs/detail

*<Provide any technical or briefing information to participants>*

3.3 Maps

*<Attach any relevant maps here>*

4. Command and Control

4.1 EXCON

*<Provide details for the participants on who will be:*

* *Facilitators*
* *Evaluators*
* *Points of contact>*

5. Participant command, control and coordination

*<Provide details for the participants on:*

* *What levels are playing*
* *How to interact with EXCON*
* *Provide an Exercise contact directory if required>*

6. Administration and Logistics

*<Add information under the following dot points that are relevant for your intended exercise>*

6.1 Exercise dates and locations

6.2 Travel arrangements

6.3 Accommodation

6.4 Climate conditions

6.5 Dress code

6.6 Entry and security procedures

6.7 Catering

6.8 Communication

6.9 Points of contact

6.10 Expenses

6.11 Incurring/approval of expenditure

6.12 Allowances and claims

6.13 Safety instructions

6.14 Risk

7. Participating Agencies

*<List the agencies participating in the exercise>*

8. Pre- Exercise Activities

8.1 Pre-Exercise training

*<Detail any pre-exercise training that has been planned for the exercise participants*>

8.2 Briefings

*<Date/time/location of any scheduled participant briefings>*

8.3 Activity schedule

*<Detail the schedule of activities for the exercise>*

9. Post-Exercise Activities

9.1 Debriefings

*<Detail the purpose time and location of the post exercise debrief>*

9.2 Evaluation

*<Provide participants with a brief explanation of the method of evaluation being utilized and how the evaluators will be identified.>*

10. Attachments – if required

*<Attachments may include, Communication instructions, Timeline, Contact directory, Risk assessment or summary if applicable>*