

EXERCISE DESIGN WORKSHOP
STUDENT MANUAL

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EXERCISE DESIGN WORKSHOP

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EXERCISE DESIGN WORKSHOP

PREFACE

This Student Manual is devoted to the subject of exercises in the emergency management environment and is intended for utilization in an Exercise Design Workshop. It has been promulgated to provide workshop participants with both a conceptual and a practical framework on exercising as well as to provide a standardized understanding upon which all sectors (local, state and federal as well as non-government) might successfully communicate about, construct and conduct exercises.

The Exercise Design Workshop package includes an instructor guide (IG), student manual (SM), and related visual aids. This package will be revised as national policy or emphasis evolves.

The broad objectives of this workshop are to:

1. Enable the participant to gain an conceptual framework for understanding what exercises are and what relationship they have to the development of a comprehensive emergency management system.
2. Enable the participant to demonstrate his/her understanding of exercises and exercise design via practical experience in exercise design.

EXERCISE DESIGN WORKSHOP

SUMMARY OF UNITS

Unit I: PRINCIPLES OF EXERCISING Hours 1.75

Overview of exercising in the emergency management environment; exercises defined and their role and purposes introduced; introduction, discussion and use of a standard exercise typology; misnomers in exercising.

Unit II: EXERCISING TO MEET SYSTEM GOALS Hours 2

Review of an emergency management system and how it may be implemented; exercise levels; progression in exercises; interface of exercising with planning and training to develop a comprehensive emergency management system.

Unit III: EXERCISE PROGRAMMING Hours 2.5

Exercise programming and the performance of needs assessment; interface of local, state and national goals for emergency management system development; programming tools of use when exercise programming is undertaken.

Unit IV: METHODS AND TECHNIQUES IN EXERCISE DESIGN Hours 4.25

Basic components and their purpose; setting exercise objectives based upon a needs assessment; a discussion of practical methods/tools for exercise design; planning and implementing exercise design techniques.

Unit V: CONSTRUCTION OF AN EXERCISE Hours 11.5

Actual exercise design/construction by participants for a variety of exercise purposes objectives, and disaster agents; use of exercise construction tools by participants; choice of exercise by participants for actual use.

Unit VI: CONDUCT OF AN EXERCISE Hours 6.5

Final preparations prior to exercise conduct to include; assignment of roles; provision of positional instruction; physical set-up of exercise areas; the exercise briefing; and, conduct of the exercise as designed by workshop participants. An exercise and workshop evaluation will culminate workshop activities.

Unit VII: EXERCISE AND WORKSHOP EVALUATION

Hours 1

Observation of exercise critique as performed by the exercise players; adjournment to another setting to have participants in Exercise Design Workshop perform an exercise and workshop evaluation.

EXERCISE DESIGN WORKSHOP

AGENDA

FIRST DAY

- 9:00 - 9:30 am REGISTRATION AND WORKSHOP OVERVIEW
- Registration of participants and administrative announcements; welcoming remarks by officials; objectives, overview and requirements for completion presented by instructor; participant introductions.
- 9:30 - 11:15 am PRINCIPLES OF EXERCISING
- Exercising in the emergency management environment introduced and defined. A discussion of the rationale for and purposes of exercising to include: testing of system capabilities; testing and training personnel; the use of exercising to demonstrate system needs. Demonstration of an exercise typology and the utilization of various exercise types at all system levels.
- 11:15 - 12:00 am EXERCISING TO MEET SYSTEM GOALS
- A review of the FEMA system structure and how they are implemented at State and local levels to include standards/goals and subsystem elements; the use of programming to accomplish system building goals with emphasis on development of exercise programs; an explanation and demonstration of progression in exercising and levels of sophistication in exercises; interface of the exercise typology and exercise programming; a discussion of the interface of exercise programs with planning and training programs and a total system building effort.
- 12:00 noon LUNCH
- 1:00 - 2:15 pm EXERCISING TO MEET SYSTEM GOALS (Continued)
- 2:15 - 4:45 pm EXERCISE PROGRAMMING
- A discussion of the importance of a needs assessment as pertains to exercising; emphasis upon proper conduct of a needs assessment to include the hazard analysis, a resource inventory and the status of current training and planning programming;

interface of the local system status with system building and FEMA goals. A discussion and actual practice in exercise programming will be accomplished with apropos emphasis on:

- principles of programming
- programming tools (standards, PSP, the needs assessment, etc.)
- steps to follow in exercise programming

4:45 - 5:30 pm

METHODS AND TECHNIQUES IN EXERCISE DESIGN

Basic exercise components and their usage and examples of these will be shown and emphasized that these components are common to all exercise types. The need for setting proper exercise objectives and their relationship to a total system needs assessment with practice in objective-setting accomplished the evaluation and measurement of objective accomplishment in the conduct of an exercise; exercise work plans and their use; gathering of resources in support of an exercise to include governmental and non-governmental support; use of situational aids; positional instruction and exercise briefings, the use of after-action reports and critiques.

5:30 pm

ADJOURNMENT

SECOND DAY

8:30 - 12:00 am

METHODS AND TECHNIQUES IN EXERCISE DESIGN
(Continued)

12:00 am

LUNCH

1:00 - 5:00 pm

CONSTRUCTION OF AN EXERCISE

Introduction of selected jurisdiction for an exercise: its resources, hazards, the organization and governance with emphasis on interrelationships which will come into play in an exercise; exercise construction groups assigned; the construction of an exercise for selected locals with emphasis on the direction and control subsystem.

5:00 pm

ADJOURNMENT

THIRD DAY

8:30 - 12:00 am

CONSTRUCTION OF AN EXERCISE (Continued)

A final familiarization with the selected jurisdiction for the exercise will be accomplished. This will be followed by the preparation and analysis of objectives for an exercise; preparation and analysis of a major sequence of events based on objectives for an exercise; preparation and analysis of a detailed sequence of events based on the major sequence of events, preparation and discussion of exercise messages to include prescribed as well as spontaneous messages. Following the construction of the exercise and its components, a group examination of the exercise package compiled for preparation prior to the exercise conduct.

12:00 noon

LUNCH

1:00 - 5:00 pm

CONSTRUCTION OF AN EXERCISE (Continued)

5:00 pm

ADJOURNMENT

FOURTH DAY

8:00 - 11:00 am

PRESENTATION OF EXERCISE PACKAGE

Administrative announcements and preparations; a brief review of the Exercise Design Workshop activities will be accomplished; an explanation of the activities prior to actual exercise conduct will be discussed to include:

- obtaining governmental approval.
- scheduling a date, time and place for the exercise.
- preparation of the exercise area/setting.
- revision and compilation of the final exercise package.
- final briefing of workshop participants and assignment of exercise roles.

11:00 - 12:00 am

POSITIONAL INSTRUCTION

Exercise Design Workshop participants working with actual exercise participants to provide positional instruction; final preparation of exercise setting and briefing for host jurisdiction officials.

12:00 noon

LUNCH

1:15 - 1:30 pm

PRE-EXERCISE BRIEFING

An actual exercise briefing will be held to include an explanation of exercise simulation procedures, message flow, special situational aids and the role of exercise participants (such as exercise controllers, messengers, the emergency management coordinator, etc.)

1:30 - 3:00 pm

THE EXERCISE PROPER

The conduct of the exercise as constructed by the participants using local officials as exercise participants/players.

3:00 - 3:30 pm

EXERCISE CRITIQUE

An actual critique of the exercise will be led by the selected jurisdiction emergency management coordinator; Exercise Design Workshop participants will observe this critique.

3:30 - 4:30 pm

EXERCISE EVALUATION AND WORKSHOP SUMMARY

A critique of both the exercise and the Exercise Design Workshop by those participants in the workshop will ensue following the exercise conduct with emphasis on specific problems and operational flow; an after action report will be written for inclusion in the final report; an open discussion of exercise results and plans for future exercising; workshop critiques for future revisions.

4:30 - 4:45 pm

SUMMARY, GRADUATION AND ADJOURNMENT