**Exercise Safety**

*A safety controller responsible for participant safety can be identified by his/her [badge, hat, vest].*

***Exercise Participant Identification***

Participants can be recognized by a [badge, hat, vest] color-coded by exercise function.

*Exercise Director/Facilitator* ***White***

*Exercise Evaluator* ***Red***

*Exercise Controller* ***Blue***

*Exercise Safety Controller* ***Green***

*Simulators/Actor Victims* ***Black***

*Exercise Observer/VIP* ***Orange***

*Media* ***Purple***

***Weapons Policy***

[Delete if not applicable]

Weapons safety will follow the [Insert applicable name here] exercise safety policy. The following weapons will **NOT** be introduced into designated exercise play area(s) regardless of normal scope of functional duties:

* *Loaded firearms, knives, or explosive devices*
* *Less-than-lethal weapons, tools, or devices*
* *Any object capable of causing bodily harm*

***Actual Emergencies***

Real-world emergencies and participant safety take priority over exercise conduct. In a real-world emergency, notify the nearest controller and state, **“This is a real-world emergency.”** Cease all exercise play immediately, and comply with exercise control staff instructions.

***Accidents and Injuries***

All players have a basic responsibility to act as safety officers. Immediately report safety concerns, unsafe acts or conditions, injuries, and accidents to the nearest controller.

**Exercise Schedule**

[Exercise Date(s)] *(If exercise duration exceeds one day, detail each day’s schedule separately)*

Player Registration: [0800–0830]

Player Briefing: [0830]

Start of Exercise (StartEx): [0900]

Lunch: [1200–1300]

End of Exercise (EndEx): [1600]

Hot Wash: [1615]

**Exercise Site Map**

[Insert Site Map Here]

**Questions and Media Relations**

Direct questions regarding exercise play to the venue controller. Media contact should be directed to the nearest controller, who will contact the Public Information Officer (PIO).

The PIO for this exercise is:

[PIO Title and Name]

**[Full Exercise Name]  
[Exercise Type (Acronym)]**

***Player Information Handout***

[Insert Picture Here if desired]

**[Exercise Date(s)]**

The [Exercise Name] Exercise Director is:

[Name]

[Agency]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (preferred contact during exercise conduct)]

[e-mail]

**Purpose, Scope, and Scenario**

***Purpose***

The [Full Exercise Name] [Exercise Type (Acronym)] was designed to test and evaluate […].

***Scope***

The [Full Exercise Name] [Exercise Type (Acronym)] will be conducted at [site location(s)] on [exercise date(s)] in response to a simulated [incident type]. [Full Exercise Name] is scheduled for [play duration] or until the Exercise Director and the Senior Controller have determined that the exercise objectives have been fully addressed.

***Scenario***

[This section should briefly summarize the exercise scenario or situation initially presented to exercise players during the player briefing.]

***[Exercise Name] will be conducted in a no-fault learning environment and will evaluate existing plans, policies, and procedures as if players were responding to a real-world emergency. The exercise should not be viewed as a test or inspection of individual performance.***

**core capabilities and exercise objectives**

The Exercise Planning Team has selected the [Name(s) of Core Capabilities] core capabilities on which to focus the exercise. These capabilities form the basis of exercise evaluation. The following objectives have been created to exercise the selected capabilities:

*(List exercise objectives. Example provided below.)*

1. **Communications**. Assess the ability to establish and maintain a multidisciplinary, multijurisdictional communications network during a response to a terrorist incident.

**General Information**

***Exercise Documentation***

Any documents generated by players during exercise play must be submitted to a controller or evaluator as part of the overall exercise documentation (e.g., WebEOC entries, e-mail messages, notes, exercise response and/or mitigation activity logs).

***Participant Feedback Forms***

Please complete the participant feedback form distributed at the end of the exercise, and return it to a controller or evaluator.

**Communications**

Players will use [communication systems and/or radio frequencies provided by the exercise planning team; routine agency systems to communicate] during the exercise. Players will communicate and coordinate only with participating entities or the Simulation Cell (SimCell). All exercise transmissions must begin and end with the statement **“This is an exercise**.**”**

[Insert Simulation Cell contact numbers & other information if applicable]

**Assumptions and Artificialities**

Earnest effort has been made to create a plausible and realistic scenario to exercise and validate identified objectives.

Participating entities will identify all agencies and individuals simulated during the exercise.

Exercise operations will occur at predesignated sites and facilities to maximize exercise control.

[Insert additional assumptions/artificialities as needed.]