

Slide 1



The diagram illustrates the Exercise Cycle as a circular process with five stages: Program Management (top), Design and Development (top-right), Conduct (bottom-right), Evaluation (bottom-left), and Improvement Planning (top-left). The cycle is labeled "Exercise Cycle" in the center.

Module 4
EXERCISE CONDUCT

 **FEMA** Module 4: Exercise Conduct
L0146 • Version 13.1 1

NOTES:

Slide 2

Terminal Objective

After completing this module you should be able to describe the activities needed for exercise preparation, exercise play, and exercise wrap-up.



 **FEMA** Module 4: Exercise Conduct
L0146 • Version 13.1 2

NOTES:

Slide 3

Module 4: Agenda

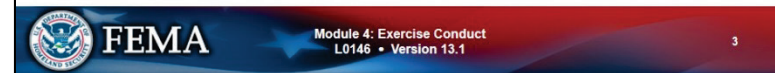
This module is broken into three lessons:

Lesson 1: Exercise Preparation

Lesson 2: Exercise Conduct

Lesson 3: Exercise Wrap-Up

NOTES:



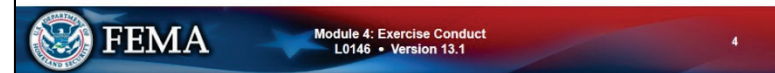
Slide 4

Lesson 1: Exercise Preparation

Enabling Objectives

- Describe activities related to exercise setup
- Describe the purpose of participant briefings
- Identify participant roles and responsibilities during exercise conduct

NOTES:



Slide 5

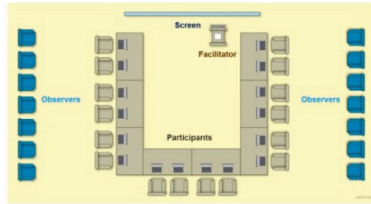
Discussion-based Exercise Set-Up

Prior to Conduct:

- Print exercise written materials
- Arrange for presentation equipment and refreshments

Day of Conduct:

- Put up signage
- Set-up registration table(s)
- Set up room and table configurations
- Place name and table tents
- Test presentation equipment



NOTES:

Slide 6

Operations-Based Exercise Set-Up

• Prior to Conduct:

- Print exercise written materials
- Issue Media and Public Service Announcements
- Arrange briefing rooms and set-up A/V equipment
- Elected/Appointed Officials and Controller/Evaluator Briefings
- Walk-through exercise area and check for potential safety issues

• Day of Conduct:

- Place signage, set up props, and mark off exercise area
- Set up registration area
- Actor, Player, Observer Briefings
- Conduct communications check



NOTES:

Slide 7

Exercise Orientation Briefings

- Elected/Appointed Officials Briefing
- Controller/Evaluator Briefing
- Actor Briefing
- Player Briefing
- Observer Briefing



NOTES:

Slide 8

Participants

- Exercise Director
- Evaluator(s)
- Lead Evaluator
- Facilitator(s)
- Controller(s)
- Senior Controller
- Safety Controllers
- Exercise Assembly Area Controller
- Simulators
- Observers
- Players
- Actors

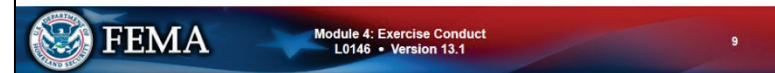
NOTES:

Slide 9**Lesson 1: Review**

In this lesson you learned about:

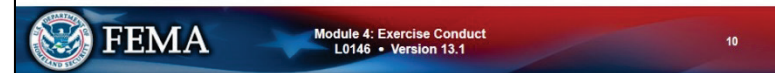
- Activities related to exercise setup
- The purpose of participant briefings
- Participant roles and responsibilities during exercise conduct

NOTES:

**Slide 10****Lesson 2: Exercise Conduct****Enabling Objective**

After completing this lesson you should be prepared to describe the activities related to the conduct of discussion-based and operations-based exercises.

NOTES:



Slide 11

Discussion-based Conduct

- Multimedia Presentation
- Facilitated Discussion
- Moderated Discussion
- Exercise Data Collection

NOTES:

Slide 12

Operations-based Conduct

- Realistic representation of capabilities to be examined
- Actual or simulated environment
- Functional performance
- Exercise data collection
- Contingency process

NOTES:

Slide 13

Control

- Communication and coordination
- Roles and responsibilities
- Safe and effective play
- Simulation



NOTES:

NOTES:

Slide 14

Lesson 2: Review

In this lesson you learned about activities related to the conduct of discussion-based and operations-based exercises.

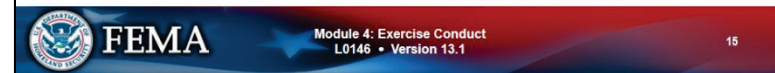
Slide 15

Lesson 3: Exercise Wrap-Up Activities

Enabling Objective

After completing this lesson you should be able to describe the wrap-up activities that all relevant data is collected to support effective evaluation and improvement planning.

NOTES:



Slide 16

Wrap-Up Activities

- Debriefings (evaluators, planning team)
- Player Hot Wash
- Controller/Evaluator Debriefing
- Data Collection



NOTES:



Slide 17

Activity 6 (Optional): Discussion-based Exercises Lessons-Learned

Objective:
Discuss the implications of exercise design and development choices.

Time: 10–15 minutes

Instructions:
Watch the video which outlines some tips and pitfalls of exercise design and development.

NOTES:



Slide 18

Activity 7 (Optional): Operations-based Exercises Lessons-Learned

Objective:
Discuss the implications of exercise design and development choices.

Time: 10–15 minutes

Instructions:
Watch the video which outlines some tips and pitfalls of exercise design and development.

NOTES:



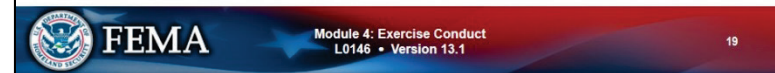
Slide 19

Lesson 3: Review

In this lesson we discussed exercise wrap-up activities including:

- Debriefings
- Player Hot Wash
- Controller/Evaluator Debrief
- Data collection for development of draft After Action Report (AAR)

NOTES:



Slide 20

Module 4: Conduct Summary

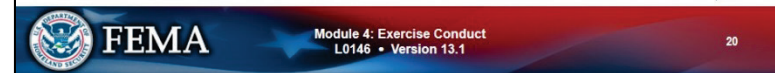
In Module 4, we discussed:

- Exercise Preparation
- Exercise Conduct
- Exercise Wrap-Up Activities

In Module 5, will describe the post-exercise evaluation process.

Module 5:
Exercise
Evaluation

NOTES:



Acronyms

Acronym	Definition	First Appearance in Module
A/V	Audio/Visual	3
AAM	After-Action Meeting	6
AAR	After-Action Report	1
C&O	Concept and Objectives	3
C/E	Controller/Evaluator	3
COSIN	Control Staff Instructions	3
CPG	Comprehensive Preparedness Guide	2
DHS	Department of Homeland Security	1
EEGs	Exercise Evaluation Guides	1
EMI	Emergency Management Institute	1
EndEx	End of Exercise	4
EOC	Emergency Operations Center	2
EvalPlan	Evaluation Plan	3
ExPlan	Exercise Plan	3
FE	Functional Exercise	2
FEMA	Federal Emergency Management Agency	1
FPM	Final Planning Meeting	3
FSE	Full Scale Exercise	2
HazMat	Hazardous Materials	3
HSEEP	Homeland Security Exercise Evaluation Program	1
ICS	Incident Command System	2
IP	Improvement Plan	1
IPM	Initial Planning Meeting	3
IT	Information Technology	2
MAA	Mutual Aid Agreement	2
MOA	Memorandum of Agreement	2
MOU	Memorandum of Understanding	1

Acronym	Definition	First Appearance in Module
MPM	Mid-Term Planning Meeting	3
MSEL	Master Scenario Events List	3
NEP	National Exercise Program	1
NIMS	National Incident Management System	3
NOAA	National Oceanic and Atmospheric Administration	3
NPD	National Preparedness Directorate	1
NPS	National Preparedness System	1
OSHA	Occupational Safety and Health Administration	3
POC	Point of Contact	3
PPD-8	Presidential Policy Directive 8	1
SAA	State Administrative Agency	1
SimCell	Simulation Cell	3
SitMan	Situation Manual	3
SMART	Specific, Measureable, Achievable, Relevant, and Time-Bound	3
SME	Subject Matter Expert	3
SO	Incident Safety Officer	3
SOPs	Standard Operating Procedures	1
StartEx	Start of Exercise	3
TEP	Multi-year Training and Exercise Plan	1
TEPW	Training and Exercise Planning Workshop	1
THIRA	Threat and Hazard Identification and Risk Assessment	2
TTX	Tabletop Exercise	2
VIP	Very Important Person	3
XPAs	Extent of Play Agreements	1