

## Developing Emergency Exercises Worksheet

### Choose Type of Exercise

- Orientation Seminar / Workshop       Drill       Tabletop Exercise  
 Functional Exercise       Full-Scale Exercise

### Step 1: Assess Needs

Research what physical or geographical components of the school are most vulnerable. What are the threats, man-made and natural, to your school? Review the analysis of hazards within your plan.

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Review the history of incidents, if any \_\_\_\_\_

Determine what crisis functions need to be exercised or tested. \_\_\_\_\_

Are there any current concerns for the school – recent incidents, changes in demographics, or other concerns that may need a better look? \_\_\_\_\_

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### Step 2: Purpose

Are you testing a new or revised plan? \_\_\_\_\_

Have you seen a problem that needs to be resolved? \_\_\_\_\_

Is there a new law or regulation? \_\_\_\_\_

Do you have new staff or students that require training on policies and procedures? Exercises are a great way to introduce staff and students to the emergency plan. :

Define your exercise purpose: \_\_\_\_\_

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### Step 3: Scope

Where will the exercise take place?

What are the time limits of the exercise? \_\_\_\_\_

What functions will be exercised? (*I.e., communications, incident command, etc.*) \_\_\_\_\_

How many players will there be? \_\_\_\_\_

What agencies are involved? \_\_\_\_\_

What emergency action are you testing? \_\_\_\_\_

Lockdown     Lockout     Shelter-in-Place     Evacuation     Reunification

**Step 4: Develop Objectives**

What do you want to accomplish?

- S = Specific – What exactly do you want to accomplish
- M = Measurable – Can it be measured, how?
- A = Achievable – Can you get it done in the time given?
- R = Realistic/Relevant – Will it lead to desirable results? Are you ready?
- T = Timely – When will it be accomplished?

Exercise Objective 1:

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Exercise Objective 2:

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Exercise Objective 3:

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Exercise Objective 4:

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***\*One to two objectives are sufficient for smaller exercises like tabletops for Crisis Response Teams. Larger, more complex exercises may have up to 5-6 objectives.***

**Step 5: Develop a Scenario**

What is the incident, and where does it occur?

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What type of agent or hazard is involved in the incident?

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What time did the incident occur?

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What advance warning, if any, is available?

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How do players learn of the incident? *(May differ by position)*

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How many casualties are there? *(If any)*

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What resources and structures, in any, are damaged in the incident?

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Scenario Narrative:

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**Step 6: Developing Injects and Expected Actions (Events & Messages)**

Exercise Time: \_\_\_\_\_

Inject Delivered From: \_\_\_\_\_ Inject Delivered To: \_\_\_\_\_

Injected by:

Hard copy

Fax

Phone

Radio

Face to face

E-mail

Audiotape

Videotape

Other (please specify): \_\_\_\_\_

Message/Description:

\_\_\_\_\_

Expected Player Action:

\_\_\_\_\_

Learning Point:

\_\_\_\_\_

Notes/Comments:

\_\_\_\_\_

***\*Reuse the above structure for all of the events (injects) you intend to implement during your exercise. As the scenario plays out, each core event or set of events within the scenario will have its own inject.***

**Step 7: Timeline**

Exercise Date: \_\_\_\_\_

- 1. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_

| Action Items | Responsible Party |
|--------------|-------------------|
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |

- 2. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_

| Action Items | Responsible Party |
|--------------|-------------------|
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |

- 3. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_

| Action Items | Responsible Party |
|--------------|-------------------|
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |

**Step 8: Logistics and Planning Components**

- Facility – Determine if it meets the needs of the exercise
- Food / Refreshments
- Advanced Materials to Participants – Plans, procedures, etc.
- Sign-in Sheet, Handouts, Injects, Evaluations
- Presentation Method (PP, Flip Charts, Verbal, etc.)
- Room Set Up

***\*Each exercise will have a different list of logistics and planning components. Keep a running list of exercise needs in order to track and manage all activities and resources.***

**Step 9: Conducting the Exercise**

Setting Ground Rules: Every exercise should have some ground rules established to assist the participants in conducting the exercise.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Identify those people that will conduct your exercise:

Who will facilitate the exercise? \_\_\_\_\_

Who will control the exercise? \_\_\_\_\_

*This person/people monitors the deliver of the injects (events & messages)*

Who will take notes? \_\_\_\_\_

Who will evaluate the exercise? \_\_\_\_\_

**Step 10: Hotwash and After Action Report**

Determine whether the objectives were realized?

Strengths – What went well?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Areas of Improvement – What are some gaps?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

| Objective | Expected Outcome (s) | Observations (from Evaluator) | Corrective Action | Responsible Party | Timeline for Implementation |
|-----------|----------------------|-------------------------------|-------------------|-------------------|-----------------------------|
|           |                      |                               |                   |                   |                             |
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|           |                      |                               |                   |                   |                             |