

Simulation exercises: guide to developing a concept document

Concept note for simulation exercise

Item	Details
1. Background	<p><i>Explain why you are conducting the exercise (the rationale identified during the needs-assessment).</i></p> <p><i>e.g. African swine fever (ASF) is present in neighbouring countries. The risk of introduction is high. There is a need to ensure that Ministry staff and other key stakeholders are familiar with the national emergency procedures.</i></p>
2. Aim	<p><i>One sentence. Include a purpose and context.</i></p> <p><i>The aim of the exercise is to (e.g. test, assess, practice, develop, review, explore, validate, demonstrate) (capability/plans/procedures) in the event of an ASF outbreak in Region X.</i></p> <p><i>e.g. Single agency - Assess the local office's ability to respond to a suspected ASF outbreak in their area</i></p> <p><i>e.g. Multiple agencies - Test the coordination arrangements in the national contingency plan, during the response to wide spread ASF outbreaks</i></p>
3. Objectives	<p><i>Can be a few – but not too many.</i></p> <p><i>Must be Specific Measurable Achievable Relevant and Time-bound or Task-related.</i></p> <p><i>Ideally reference key emergency preparedness functions: chain of command and crisis management, information management, communication, coordination, operational response. You may also reference the epidemiological phases: peace-time, alert, emergency and reconstruction.</i></p> <p>Single agency</p> <ol style="list-style-type: none"> <i>1. Assess the initial response of the local office staff when receiving notification of a suspected outbreak.</i> <i>2. Assess the ability of the local office to deploy staff and maintain communication with them while in the field.</i> <i>3. Assess the ability of local staff to obtain samples and dispatch them in accordance with national procedures.</i> <p>Multiple agency</p> <ol style="list-style-type: none"> <i>1. Review the emergency response structures, including lines of communication and accountability.</i> <i>2. Familiarise operational partners with their roles and responsibilities in an emergency response.</i> <i>3. Identify areas of interdependence between key functions, resources and partners.</i>

	4. Identify strengths and weaknesses of the contingency plan.
4. Scenario and scope	<p>A brief description e.g. The scenario will cover day 1 and day 10 of the outbreak of foot-and-mouth disease.</p> <p>What is in and what is out.</p> <p>e.g.1</p> <ul style="list-style-type: none"> The exercise will involve infected premises measures on farm only, and will not involve crisis centres. <p>e.g. 2.</p> <ul style="list-style-type: none"> Day 1 will include a tabletop discussion on activities following confirmed infection. Day 2 will include field drills covering sampling, carcass disposal and biosecurity.
5. Type, name, venue and date	<p>Tabletop, drill, functional or full-scale exercise (or combination)</p> <p>Exercise names are common for tabletop, functional and full-scale exercises, but are not usually used for drills.</p> <p>Include dates when known. Otherwise indicate the duration.</p> <p>Indicate venue, or venue-type if not known at this stage.</p>
6. Participants and observers	<p>Include numbers when known.</p> <p>Players: e.g. organisations, level of authority (strategic, tactical, operational)</p> <p>Facilitators: e.g. internal or external to sponsoring organisation(s)</p> <p>Evaluators: e.g. internal or external to sponsoring organisation(s)</p> <p>Observers: e.g. particular stakeholders, external experts</p>
7. Governance	<p>Describe the governance arrangements for the exercise management, including Exercise Director/s and planning team, as well as the reporting relationships and authority.</p>
8. Methodology of exercise	<p>Briefly describe how the exercise will be conducted.</p> <p>e.g. Tabletop.</p> <ul style="list-style-type: none"> The exercise will be divided into several sessions, in which part of the scenario will be presented, followed by discussion questions. Each session will correspond to a specific exercise objective or theme. During the exercise, the facilitator will keep the discussions on track and ensure that topics are covered as thoroughly as possible in the available time. <p>e.g. Drill involving on-farm field operations.</p> <ul style="list-style-type: none"> During the exercise, the players will be given the background scenario e.g. that they have been asked to investigate a suspicion of disease on the farm. Stations for each task involved in the investigation will be set-up on the farm e.g. biosecurity, clinical examination, ageing lesions and sampling, epidemiological report.

- *The exercise will be driven by the exercise facilitator at each station who will inject pieces of information simulating the type of information that would be available in a real scenario (e.g. equipment at the biosecurity station, description of infected cohort of animals, photos of lesions in the animals and sampling equipment, epidemiological information from the farmer).*
- *At each station the players will perform the relevant task in the way that they normally would in a disease outbreak (or describe how they would perform it).*

e.g. Functional exercise involving on-farm field operations.

- *During the exercise, the players will be given the background scenario e.g. that they have been assigned to the killing team for the farm.*
- *The main inject for the exercise will be the actual farm layout and livestock that are present.*
- *The exercise will be driven by the exercise facilitator who will periodically inject pieces of information simulating the type of information that would or could be received in a real scenario (e.g. the location of the infected animals, an accident involving one of the team).*
- *During live play the players will respond to the injects that they receive or gather in real time, in the way that they normally would in a disease outbreak.*
- *The information and data used is generated using real data from e.g. previous animal disease incidents.*

e.g. Functional exercise involving disease control centres.

- *During the exercise, the players will be given only the background scenario.*
- *The exercise will be driven by the exercise controller and facilitators/role-players who will maintain a flow of injects simulating the type of information that would be received in a real disease outbreak.*
- *During live play the players will respond to the injects that they receive or gather in real time, in the way that they normally would in a disease outbreak.*
- *The controller will manage the pace and pressure during the exercise, and deal with any unexpected actions to ensure that the exercise stays on track to meet the objectives.*
- *The information and data used is generated using real data from e.g. previous animal disease incidents, business and usual activities, detailed research and modelling.*

9. Evaluation methodology

Briefly describe how the exercise will be evaluated.

e.g. The exercise will be evaluated, in order to identify strengths and areas for development/ improvement in the contingency plan/protocols/policies.

	<i>Players will be observed by evaluators during the exercise. There will be a hot-wash for players immediately after the exercise. Players, evaluators and observers will be asked to complete an on-line questionnaire after the exercise. An evaluation plan will be drafted and submitted to the planning group. This will contribute to the final report and action plan to improve the contingency plan/protocols/policies.</i>
10. Public information	<i>Notification to OIE and EU Commission if relevant. Indicate whether there will be any media involvement (press release, invited press).</i>
11. Considerations	<i>List any issues to be taken into account during the planning e.g. availability of staff due to competing events, insurance, animal health and welfare, farm biosecurity, environment, health & safety, culture.</i>
12. Risks	<i>List any risks which may lead to the success or failure of the exercise, and need to be addressed in a mitigation plan e.g. IT/communications related, weather, real disease events and other emergencies, non-availability of key participants due to illness or accident.</i>
13. Resources	<i>Appendix - Include budget or assessment of resources required as appropriate.</i>
14. Reference documents	<i>List the relevant chapters and protocols from the contingency plan Include the EU and/or national legislation or other international guidance if appropriate.</i>
15. Timeline	<i>Appendix – include rough timeline and milestones.</i>
16. Agenda	<i>Appendix – include a preliminary agenda.</i>

Budget

DESCRIPTION		COST				Sponsor
		Quantity	No. days	Unit price	Total	
Consultants and international participants						
1	Consultant costs					
2	International participants DSA					
3	International participants travel costs					
5	In-country transport between venues					
6	Hotel rooms					
7	Meals (other than those at the venue)					
8	Other costs for social activities					
Subtotal A (international participants)						
Simulation exercise implementation cost						
9	DSA for national participants who have to travel					
10	Hotel rooms					
11	Meals (other than those at the venue)					
12	Other costs for social activities					
13	Travel costs for national participants					
14	In-country transport between venues					
Subtotal B.2. (National participants)						
15	Conference room(s)					
Sub-total B.3. (Venue)						
16	Lunch					
17	Coffee breaks and refreshments					
Sub-total B.4. (Catering)						
18	Participant stationery (briefing documents, forms, notepads, forms, pens, nametags, tent cards)					
19	Print-outs (plans, SOPs, maps, injects)					
20	Room (flipcharts, markers, Post-its, signage)					
21	Consumables (PPE, disinfectant)					
Sub-total B.5. (Stationery and consumables)						
22	Equipment (e.g. kits, sprayers)					
23	Props/enhancements (e.g. software, other)					
24	IT equipment rental (computers, printers, projectors, sound systems, etc.)					
Sub-total B.6. (Equipment)						
25	Security services					
26	Videographer, photographer					
27	Other services (please specify)					
Sub-total - Services						
Sub-total B. (Simulation exercise implementation cost)						
TOTAL COST C.						

Timeline (indicative)

	-12	-11	-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	WK 0	+1	+2	+3
Develop the concept note	X	X														
Concept note approval			X													
Select suitable venue(s)				X												
Send invites and preliminary agenda					X											
Visit venue					X			X								
Develop exercise plan				X	X	X	X	X								
Develop scenario, Master Events List and injects				X	X	X	X	X	X	X	X					
Develop final agenda and logistics				X	X	X	X	X	X	X						
Develop evaluation plan and documents		X	X	X	X	X	X	X								
Develop exercise briefings									X	X						
Send final agenda, logistics and briefing material											X					
Set up venue													X			
Conduct exercise													X			
Draft report and action plan														X	X	X

Agenda (example of tabletop)

Time	Item
	Registration of participants
10 mins	Official welcome
	Overview of plan
20 mins	Briefing for players (facilitator)
45 mins	Session 1 – Start exercise
15 mins	Outcome of Session 1
	Lunch
45 mins	Session 2
15 mins	Outcome of Session 2
45 mins	Session 3
15 mins	Outcome of Session 3
	Break
60 mins	Hot-wash for players
15 mins	Final conclusions and way forward – End exercise

NB. Allow a minimum of 15-minute break every 2 hours

Agenda (example of drill)

Day 1

Hotel	
Arrival of participants	
	Lunch
30 mins	Registration
15 mins	Welcome and introductory remarks
15 mins	Introduction to the Simulation Exercise (objectives, activities, outputs)
30 mins	Farm information
20 mins each	Presentations of SOPs relevant to the exercise (optional)
30 mins	Discussion and conclusion of Day 1

Day 2

Farm visit	
	Transportation to the farm
15 mins	Player briefing
30 mins	Biosecurity station (donning PPE) All groups
45 mins each	Rotating stations (4 groups) <ul style="list-style-type: none"> • clinical examination • lesion ageing and sample selection • sample packaging • epidemiological investigation (interview keeper)
45 mins	Biosecurity station (doffing PPE) All groups
	Transportation to the hotel
	Lunch
Hotel	
90 mins	Complete paperwork (epidemiological report, timeline, prioritization of tracings)
60 mins	Present of timelines and prioritization of tracings
60 mins	Exercise hot-wash
15 mins	Conclusions and next steps
	Departure