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European Union

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European Commission for the
control of foot-and-mouth disease

EUFAST
Foot-and-mouth disease And Similar
Transboundary animal diseases

Simulation exercises: template exercise plan

No.11

Template exercise plan

This outline is an example of the content of an exercise plan.

The purpose of the exercise plan is to provide a complete overview of the exercise management, including the planning, conduct and evaluation.

1. Introduction

- Background (need for exercise)
- Aim of the exercise
- Objectives and themes
- Participants and observers

2. Exercise format

- Exercise name
- Exercise type
- Dates and times
- Scenario (outline only)
- Scope
- Methodology
- Glossary

3. Governance

- Exercise sponsor, approval and reporting
- Planning team

4. Program of activities

- Timeline of activities (meetings, briefings, workshops, training etc.)
- Planning timeline with key milestones
- Venues
- Agenda
- Public relations

5. Exercise control

- Control team (facilitators, controllers, role-players and evaluators – and responsibilities)
- Briefings
- Documentation
- Communications during the exercise
- Health and Safety, and security
- Media and observer management
- Risk management
- Exercise debriefings

6. Exercise evaluation overview

- Purpose of evaluation
- Methodology of evaluation
- Reference documents
- Evaluation and final exercise reports

7. Administration

- Costs/budget
- Travel and accommodation
- Logistics
- Registration
- Catering

Appendices

- Participants and observers (names, contact details, responsibilities)
- Glossary
- Timeline of activities
- Planning timeline with key milestones
- Venues (layout and equipment details)
- Agenda
- Exercise briefings (exercise rules)
- Risk management plan