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

# Simulation exercises: template exercise briefing document

## No.12

# Template exercise briefing document

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

The purpose of the briefing is to provide an overview of the exercise conduct and evaluation. The briefing is provided to all participants and observers. The facilitators, controllers, role-players and evaluators also receive the full scenario and Master Events List. The evaluators also receive the evaluation documents. A summary of the contents received by role is set out in the **Appendix** to this document below.

## 1. Introduction

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

## 2. Exercise format

- Exercise name
- Exercise type
- Dates and times
- Scenario
- Scope
- Methodology
- Glossary

## 3. Program of activities

- Venues
- Agenda
- Registration
- Public relations

## 4. Exercise conduct

- Control team (facilitators, controllers, role-players and evaluators – and responsibilities)
- Briefings
- Documentation
- Exercise rules
- Communications directory
- Health and Safety, and security
- Media and observers
- Exercise debriefings

## 5. Exercise evaluation overview

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

## 6. Administration

- Travel and accommodation
- Logistics
- Registration
- Catering

## Appendices

- Participants and observers (names, contact details, responsibilities)
- Glossary
- Venues (layout and equipment details)
- Agenda
- Exercise rules (emails, phone, start, end, emergency procedures)
- Communications directory
- Reference documents
- Glossary

## Summary of exercise briefing content by role

	Facilitators/Controllers	Evaluators	Players	Observers
Exercise background	Yes	Yes	Yes	Yes
Exercise aim and objectives	Yes	Yes	Yes	Yes
Exercise type	Yes	Yes	Yes	Yes
Time and place	Yes	Yes	Yes, if announced	Yes
Agenda and logistics	Yes	Yes	Yes	Yes
Scenario and Master Events List	Full	Full	Only a summary	Only a summary (can receive the full scenario and Master Events List in some circumstances)
Participants	Yes	Yes	Yes	Yes
Your role	Yes	Yes	Yes	Yes
Rules of play	Yes	Yes	Yes	Yes
Health and Safety	Yes	Yes	Yes	Yes
Public relations	Yes	Yes	Yes	Yes
Evaluation strategy	Yes	Yes	Yes	Yes
Evaluation documents	No	Yes	No	No (can receive the evaluation documents in some circumstances)
Reference documents	Yes	Yes	Yes	Yes