

# Simulation exercises: examples of agendas

## Agenda (example of tabletop)

Time	Item
	Registration of participants
<b>10 mins</b>	Official welcome
	Overview of plan
<b>20 mins</b>	Briefing for players (facilitator)
<b>45 mins</b>	Session 1 – Start exercise
<b>15 mins</b>	Outcome of Session 1
	<b>Lunch</b>
<b>45 mins</b>	Session 2
<b>15 mins</b>	Outcome of Session 2
<b>45 mins</b>	Session 3
<b>15 mins</b>	Outcome of Session 3
	<b>Break</b>
<b>60 mins</b>	Hot-wash for players
<b>15 mins</b>	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
<b>30 mins</b>	Registration
<b>15 mins</b>	Welcome and introductory remarks
<b>15 mins</b>	Introduction to the Simulation Exercise (objectives, activities, outputs)
<b>30 mins</b>	Farm information
<b>20 mins each</b>	Presentations of SOPs relevant to the exercise (optional)
<b>30 mins</b>	Discussion and conclusion of Day 1

### Day 2

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

## Examples of format for rotating drill stations

### Notes:

- A longer period than 45 minutes may be chosen, particularly if group sizes are large.
- A group size of up to 5 people is optimal.
- Where there are a large number of groups, each station may be duplicated if facilities allow.
- Only one station is necessary for donning and doffing Personal Protective Equipment (PPE)
- Letters A-D refer to the facilitator – who may be located at a station, or move with a group.

Six stations. Facilitator stays at station (except PPE and timeline).

	Group 1	Group 2	Group 3	Group 4
45 mins	PPE donning A	PPE donning B	PPE donning C	PPE donning D
45 mins	Clinical examination A	Farmer interview D	Sample packaging and paperwork C	Lesion ageing and sampling B
45 mins	Lesion ageing and sampling B	Clinical examination A	Farmer interview D	Sample packaging and paperwork C
45 mins	Sample packaging and paperwork C	Lesion ageing and sampling B	Clinical examination A	Farmer interview D
45 mins	Farmer interview D	Sample packaging and paperwork C	Lesion ageing and sampling B	Clinical examination A
45 mins	Completion of epi form and timeline A	Completion of epi form and timeline B	Completion of epi form and timeline C	Completion of epi form and timeline D
45 mins	PPE doffing A	PPE doffing B	PPE doffing C	PPE doffing D

Six stations. Facilitator moves with group.

	Group 1	Group 2	Group 3	Group 4
45 mins	PPE donning A	PPE donning B	PPE donning C	PPE donning D
45 mins	Clinical examination A	Farmer interview B	Sample packaging and paperwork C	Lesion ageing and sampling D
45 mins	Lesion ageing and sampling A	Clinical examination B	Farmer interview C	Sample packaging and paperwork D
45 mins	Sample packaging and paperwork A	Lesion ageing and sampling B	Clinical examination C	Farmer interview D
45 mins	Farmer interview A	Sample packaging and paperwork B	Lesion ageing and sampling C	Clinical examination D
45 mins	Completion of epi form and timeline A	Completion of epi form and timeline B	Completion of epi form and timeline C	Completion of epi form and timeline D
45 mins	PPE doffing A	PPE doffing B	PPE doffing C	PPE doffing D

Duplicate stations 2 x 6 (for large number of players). Facilitator stays at station (except PPE and timeline).

	Group 1	Group 2	Group 3	Group 4
45 mins	PPE donning A	PPE donning B	PPE donning C	PPE donning D
45 mins	Clinical examination A	Lesion ageing and sampling B	Clinical examination C	Lesion ageing and sampling D
45 mins	Lesion ageing and sampling B	Clinical examination A	Lesion ageing and sampling D	Clinical examination C
45 mins	Sample packaging and paperwork A	Farmer interview B	Sample packaging and paperwork C	Farmer interview D
45 mins	Farmer interview B	Sample packaging and paperwork A	Farmer interview D	Sample packaging and paperwork C
45 mins	Completion of epi form and timeline A	Completion of epi form and timeline B	Completion of epi form and timeline C	Completion of epi form and timeline D
45 mins	PPE doffing A	PPE doffing B	PPE doffing C	PPE doffing D

Duplicate stations 2 x 6 (for large number of players). Facilitator moves with group.

	Group 1	Group 2	Group 3	Group 4
45 mins	PPE donning A	PPE donning B	PPE donning C	PPE donning D
45 mins	Clinical examination A	Lesion ageing and sampling B	Clinical examination C	Lesion ageing and sampling D
45 mins	Lesion ageing and sampling A	Clinical examination B	Lesion ageing and sampling C	Clinical examination D
45 mins	Sample packaging and paperwork A	Farmer interview B	Sample packaging and paperwork C	Farmer interview D
45 mins	Farmer interview A	Sample packaging and paperwork B	Farmer interview C	Sample packaging and paperwork D
45 mins	Completion of epi form and timeline A	Completion of epi form and timeline B	Completion of epi form and timeline C	Completion of epi form and timeline D
45 mins	PPE doffing A	PPE doffing B	PPE doffing C	PPE doffing D