

Exercise Design Checklist

Why is this Exercise Needed: _____

Exercise Name: _____

Exercise Planning Team Members

Name	Phone	Email	Organization

Basic Design Elements:

A. Exercise Level (Check one.)

Seminar

Tabletop Exercise

Workshop

Functional Exercise

Games

Full Scale Exercise

B. Exercise Footprint

Single Facility / Limited Area

Regional

Community / City

Other _____

C. Core Capabilities

- ___ Planning (All)
- ___ Public Information and Warning (All)
- ___ Operational Coordination (All)
- ___ Forensics and Attribution (Prevention)
- ___ Intelligence and Information Sharing (Prevention, Protection)
- ___ Interdiction and Disruption (Prevention, Protection)
- ___ Screening, Search and Detection (Prevention, Protection)
- ___ Access Control and Identity Verification (Protection)
- ___ Cybersecurity (Protection)
- ___ Physical Protective Measures (Protection)
- ___ Risk Management for Protection Programs and Activities (Protection)
- ___ Supply Chain Integrity and Security (Protection)
- ___ Community Resilience (Mitigation)
- ___ Long-Term Vulnerability Reduction (Mitigation)
- ___ Risk and Disaster Resilience Assessment (Mitigation)
- ___ Threats and Hazards Identification (Mitigation)
- ___ Critical Transportation (Response)
- ___ Environmental Response/Health and Safety (Response)
- ___ Fatality Management Services (Response)
- ___ Fire Management and Suppression (Response)
- ___ Infrastructure Systems Response (Recovery)
- ___ Logistics and Supply Chain Management (Response)
- ___ Mass Care Services (Response)
- ___ Mass Search and Rescue Operations (Response)
- ___ On-Scene Security, Protection and Law Enforcement (Response)
- ___ Operational Communications (Response)
- ___ Public Health, Healthcare and Emergency Medical Services (Response)
- ___ Situational Assessment (Response)
- ___ Economic Recovery (Recovery)
- ___ Health and Social Services (Recovery)
- ___ Housing (Recovery)
- ___ Natural and Cultural Resources (Recovery)

C. Exercise Objectives

Specific
Measurable
Achievable
Realistic / Relevant
Time-oriented

Core Capability: _____

a. _____

b. _____

c. _____

Core Capability: _____

a. _____

b. _____

c. _____

Core Capability: _____

a. _____

b. _____

c. _____

Core Capability: _____

a. _____

b. _____

c. _____

Core Capability: _____

a. _____

b. _____

c. _____

Core Capability: _____

a. _____

b. _____

c. _____

C: Base Scenario

___ Natural Disaster (tornado, etc.)

___ Critical Infrastructure (utilities, fuel, etc.)

___ Manmade Disaster (chemical, etc.)

___ Resources / Staffing Challenges (COOP)

___ Transportation Accident

___ Terrorism / Civil Unrest / Active Shooter

___ Public Health Incident

___ Mass Fatality

___ Other (specify): _____

___ Other (specify): _____

___ Other (specify): _____

D: Participating Agencies

1. Identify agencies that will participate in the exercise at some level and a point of contact (POC)

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

Agency: _____ POC _____

E. Logistics:

Proposed date: _____

Proposed start time: _____

Estimated length of the exercise: _____

Proposed location(s) of the exercise: _____

F. Exercise Deliverables by Exercise Category

Discussion Based

- ___ Situation Manual (SITMAN)
- ___ Controller and Evaluator (C/E) Handbook
- ___ Exercise Evaluation Guidelines
- ___ PowerPoint Presentation

Operations Based

- ___ Situation Manual (SITMAN)
- ___ Exercise Plan (EXPLAN)
- ___ Controller and Evaluator (C/E) Handbook
- ___ Master Sequence of Events List (MSEL)
- ___ Exercise Evaluation Guidelines
- ___ PowerPoint Presentation (Functional Exercises)