

EXERCISE PLANNING DOCUMENT

Summary of exercise

Planning group

Exercise director	
Debrief facilitator	
Members of the exercise planning group	

Summary of exercise

Exercise name	
Exercise codeword(s)	
Type of exercise	<ul style="list-style-type: none">▪ Tabletop▪ Live.
Date of exercise	
Time of exercise	
Location of exercise	<ul style="list-style-type: none">• Which parts of the school will be affected?• Will any other sites be used (e.g. place of safety, buddy school)?
Aim of exercise	
Objectives of exercise (i.e. parts of the plan which are to be tested)	<ul style="list-style-type: none">▪ Activation procedures▪ Roles and responsibilities▪ Evacuation procedures▪ Shelter procedures▪ Lockdown procedures▪ Communication procedures▪ Business continuity procedures▪ Extended services▪ Other.
Overview of scenario	<ul style="list-style-type: none">• Nature of the emergency• Timings• Will injuries be simulated?

Operational arrangements	
Site visit	<ul style="list-style-type: none"> Do the planning group (consisting of school staff and possibly other organisations) need a site visit prior to the exercise?
Facilities / resources	<ul style="list-style-type: none"> Does any valuable / important equipment need to be moved to prevent potential damage? How will observers and facilitations be differentiated from participants (e.g. use of armbands / high-visibility tabards)?
Media involvement	<ul style="list-style-type: none"> Will the media play a role in the exercise or will they be present to report / publicise it?
Health and safety arrangements	<ul style="list-style-type: none"> Does a risk assessment for the exercise need to be developed? Do other organisations involved in the exercise need to submit a risk assessment? Will enough trained first aid staff be present on the day? Do parking / traffic management arrangements need to be put in place? Does a real rendezvous point for the emergency services need to be identified in case a real incident occurs? Do the emergency services (or any other organisations) need to be informed if the fire alarm system is to be tested?
Consent	<ul style="list-style-type: none"> Is consent needed for those involved in the exercise? Is consent needed for any who may need to be filmed?
Training needs	<ul style="list-style-type: none"> Do staff have any additional training requirements?
Community	<ul style="list-style-type: none"> Will the exercise have any impact on the local community?

Timeline

Time	Action	Notes / instructions
	Set-up facilities / resources	<ul style="list-style-type: none"> What equipment is needed? Who will set-up the equipment? Do refreshments need to be provided? Do organisations require any equipment / space? What other arrangements are needed prior to the start of the exercise?
	Briefing for observers	<ul style="list-style-type: none"> Who will brief the observers? Where will this briefing take place?
	Briefing for participants	<ul style="list-style-type: none"> Who will brief the participants? Where will this briefing take place?
	Start of exercise	<ul style="list-style-type: none"> What will signal the start of the exercise?
	Inject 1	<ul style="list-style-type: none"> Who is this inject for? How will this inject be issued (e.g. paper, telephone call, conversation, fax message)?
	Inject 2	<ul style="list-style-type: none"> Who is this inject for? How will this inject be issued (e.g. paper, telephone call, conversation, fax message)?
	Inject 3	<ul style="list-style-type: none"> Who is this inject for? How will this inject be issued (e.g. paper, telephone call, conversation, fax message)?
	End of exercise	<ul style="list-style-type: none"> What will signal the end of the exercise? Who will thank everyone for attending?
	Start of debrief	<ul style="list-style-type: none"> Who will be invited to the debrief? Who will facilitate the debrief? Where will this debrief take place? How will notes be taken?
	End of debrief	<ul style="list-style-type: none"> Who is responsible for identifying actions / recommendations / lessons from the debrief?

Notification arrangements

Group	Contact prior to exercise	Briefing on day of exercise	Contact after exercise
Facilitators			
Players			
Observers			
Pupils			
Parents / carers			
School staff			
Governors			
Extended services			
Buddy school			
Emergency services			
Local authority			
Media			
Local community			

