



Exercise management

Writing an aim and objectives

Concept Development

An Exercise Concept Document describes the need for an exercise which will be influenced by:

an understanding
of the needs and
potential gaps in an
organisation or
group

the required and
actual level of
capability

the level of funding
and resources
available.

Concept development

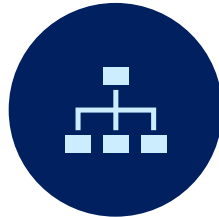
THE NEED FOR AN EXERCISE MAY ALSO BE INFLUENCED BY:



RECOMMENDATIONS
FROM PAST EXERCISE
EVALUATIONS OR
DISASTER INQUIRY
OUTCOMES



OPERATIONAL
OBSERVATIONS OR
LESSONS FROM
PREVIOUS
EMERGENCIES



REVIEW OR CHANGE OF
MANAGEMENT
ARRANGEMENTS,
POLICIES OR PLANS



A CHANGE IN LEVELS
OF RISK OR
UNCERTAINTY WITH A
PARTICULAR HAZARD



NEW EQUIPMENT,
PROCEDURES OR
PRACTICES



PERSONNEL
REQUIREMENTS (E.G.
TRAINING, PRACTICE
AND/OR ASSESSMENT)

Developing the aim and objectives

Identifying the need for the exercise will assist with defining the aim.

The essential components of an exercise aim are 'purpose' and 'context'.

A clear aim leads to a series of objectives or outcomes.

The objectives will suggest the most appropriate style, size, and level of complexity of the exercise.

Example



Purpose -tests the response to a passenger plane crash at the airport.



Context- in accordance with the airport emergency plan.

Define clear objectives using the SMART principle

The aim and objectives of the exercise should be clearly defined. When writing your objectives you should start with a verb and be positive, clear, concise and achievable.

Follow the SMART Principle when writing your objectives:

- **Specific (S):** Clearly state what is expected without vagueness.
- **Measurable (M):** Include criteria for measuring progress towards your objective.
- **Achievable (A):** Ensure objectives are realistic and attainable within exercise parameters.
- **Relevant (R):** Align objectives with the exercise aim and participant needs.
- **Task-related (T):** Base objectives on tasks or activities observable by participants and staff.

Example of a need, aim and objective

Urban Search and Rescue Field Exercise

Fire and Rescue NSW (FRNSW) are primarily responsible for maintaining an International Search and Rescue Advisory Group (INSARAG) Heavy classified USAR team. This team is designated under the Olympic code AUS02. A Heavy USAR Team comprises the five components required by the INSARAG Guidelines, i.e.: Management, Logistics, Search, Rescue and Medical. Heavy USAR Teams have the operational capability for complex technical search and rescue operations in collapsed or failed structures that require the ability to cut, break and breach steel reinforced concrete structures, as well as delay these structures using lifting and rigging techniques.

Need

An IER is a peer review program conducted every 5 years during the team's active classification to ensure the team meet all criteria required by INSARAG guidelines and that AUS02 fulfills the current INSARAG minimum standard for USAR operations involving a comprehensive checklist of 208 line items.

Aim

To internally review the performance of the team against the minimum standard checklist to determine any adjustments, procedural changes, skill deficiencies and areas of success.

Objective

Operate according to the methodology and Minimum Standards prescribed by the INSARAG Guidelines.

Determine the scope



When defining the scope of the exercise you should be identifying what is to be included (and what should not be included and is out of scope)

Activity



You have been tasked with developing an exercise for your organisation.

1. What do you want to test, practise or evaluate?

2. What benefits will your agency/organisation gain from conducting this exercise?

Write what the need is...

Write what the aim is...

Write what the objectives are...

Identify what is in scope and out of scope...