

# Agenda

Exercise [NAME]

[Enter a Date]

[Enter Time 00:00 am to 00:00 pm]

[Enter Venue Location]

This template is designed for a half-day exercise. We recommend holding exercises in the morning. Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in red once complete.

| Time | Activity |
| --- | --- |
| 0830 | Arrival and registration |
| 0900 | Welcome (facilitator or host name)  Welcome to/Acknowledgement of Country (name)  Housekeeping  Objectives  Introductions by participants |
| 0915 | Local context – outline of risk and community capacity  Emergency management arrangements |
| 0940 | Scenario background – setting the scene |
| 0945 | Special idea 1 |
| 1015 | Morning tea |
| 1030 | Special idea 2 |
| 1100 | Special idea 3 |
| 1130 | Special idea 4 |
| 1200 | Review |
| 1215-1300 | Lunch and depart |

[Update, add to, or amend timings and activities above as required]