

Ref: [Enter Reference Number]

[Enter a Date]

**[Enter Name]**

**[Enter Address]**

**[Enter Suburb, State and Postcode]**

Re: Heatwave Functional Exercise

Dear [Insert Name],

This template is designed as a letter and can be formatted as an email. We recommend always sending an appointment request at the same time as the invitation. Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in red once complete.

This exercise will be conducted as a functional activation style exercise, designed to test and practise key emergency management functions, including command, planning, and coordination. Participants will respond in real time to scenario information presented as it would be during an actual emergency, using established communication channels such as phone, email, or web-based incident management systems.

The flow of the exercise will be managed by the Exercise Control (EXCON) team, under the direction of the exercise controller. Scenario injects will be delivered in accordance with the Master Schedule of Events (MSE), simulating the dynamic nature of a heatwave emergency. The pace of the exercise can be adjusted as needed to maintain engagement and align with exercise objectives.

The scenario unfolds during an extreme heatwave event in early January, following months of drought and abnormally high temperatures across the region. Local services, including health and emergency response, are already under sustained pressure from heat-related incidents and increased community needs. With temperatures exceeding 45°C during the day and minimal overnight relief, the heatwave has triggered widespread challenges for residents, businesses, and critical infrastructure.

Participants will respond to real-time developments as the heatwave intensifies, testing their ability to manage escalating demands, maintain community safety, and coordinate effective emergency responses. The scenario is geographically adaptable, allowing it to reflect the unique features and vulnerabilities of a local or regional area.

RSVP: You have received an Outlook invite for this exercise, please respond to the invitation by [DATE]. If you are unable to attend, please nominate a suitable alternate who can represent the views and policies of your agency or organisation.

Your RSVP is essential for planning and catering purposes. Please advise us of any dietary requirements.

Further enquiries contact:

Sincerely,

[Insert Name]

[Insert Position]