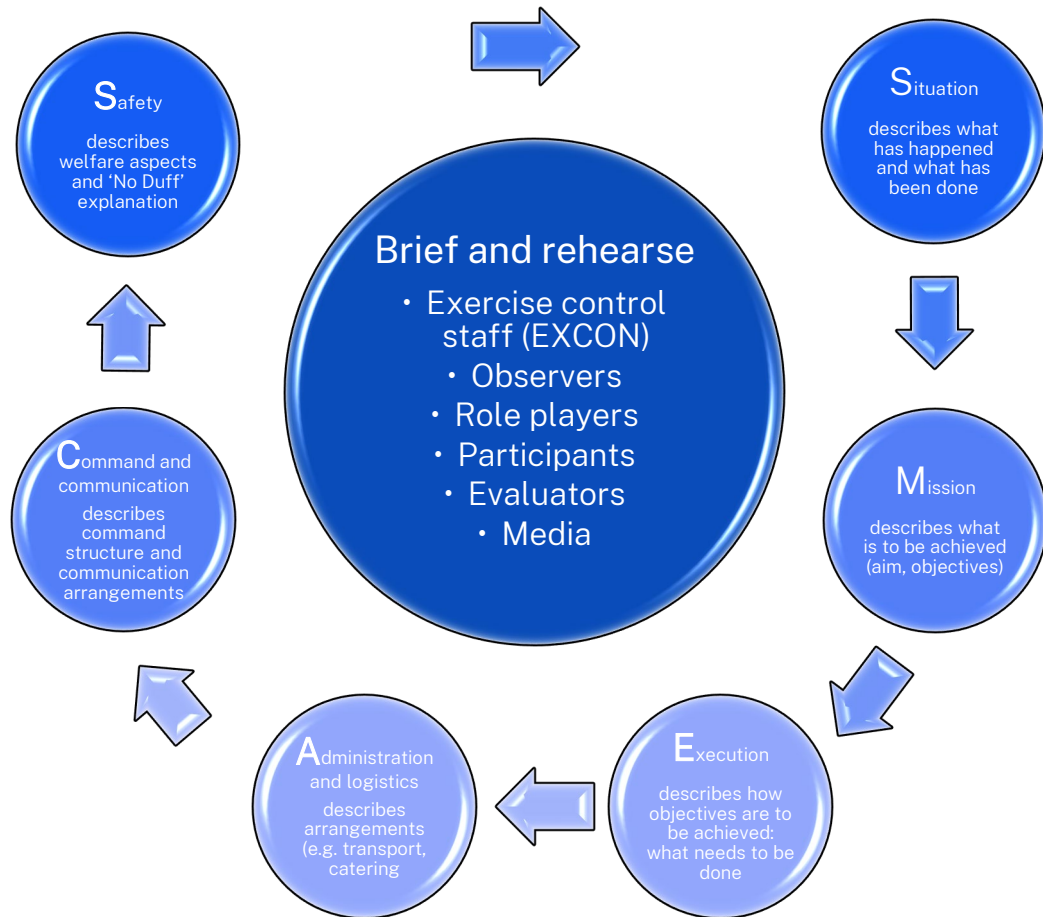




Exercise Management

Conducting the exercise

Pre exercise activities – using SMEACCS



The achieve exercise objectives and ensure a successful exercise it is essential to conduct briefings.

Exercise briefings should follow a consistent format and should be accurate, concise and sequential.

SMEACCS (Situation, Misson, Execution, Administration, Command and Communication, Safety) presents important information in a logical sequence.

“No Duff”

“No Duff”



“No Duff” indicates that a real event has occurred that is not part of the exercise.

Authentic injuries or incidents must be prefixed by the word ‘No Duff’.

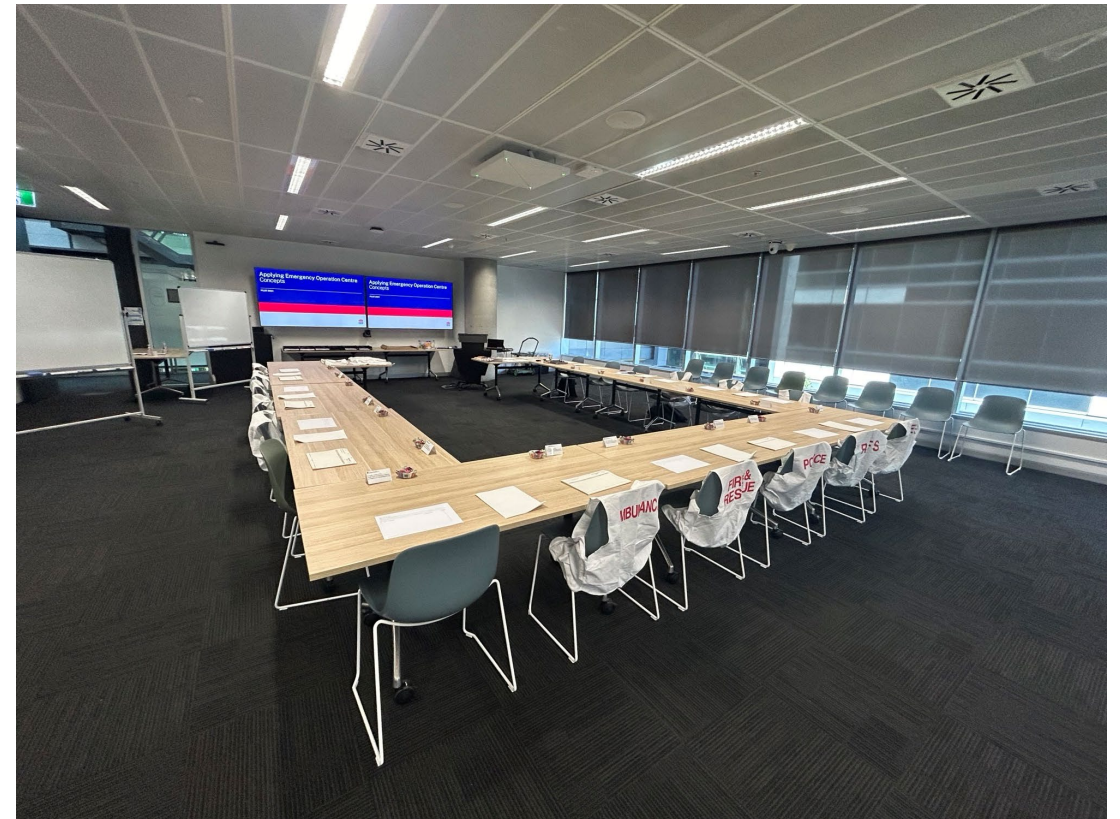
Should such an event occur, the safety officer, in consultation with the exercise controller, may **pause** or **stop** the exercise to manage the real event.

Start the Exercise

The initial actions to start an exercise can ‘make or break’ it.

To ensure an exercise starts effectively, complete these critical tasks just prior to the start time:

- A last-minute briefing with all directing staff and evaluators to ensure there are no final problems and confirm readiness to proceed.
- All directing staff and support personnel are in place well before the start time.
- The Exercise Director is advised that all is ready.



Managing the Exercise

The Exercise Director manages the exercise in accordance with the Schedule of Events, ensuring problems are rectified and alternative arrangements made as required. They can call a temporary halt to the exercise to change its direction, or speed it up or slow it down, to ensure that the exercise outcomes can be met.

Direct staff to assist the Exercise Director to ensure that all is proceeding well at each location, and that appropriate injects happen at the designated times from the Schedule of Events. Staff need to be prepared to react to responses from exercise participants.

The Evaluators observe, record and evaluate the actions of exercise participants and the circumstances in which each action occurs.

Finishing the exercise - ENDEX

Examples of when an exercise may be terminated

A designated time,
according to the master
schedule of events

Achievement of all
objectives

Completion of designated
tasks

If it is not safe to continue
with the exercise

If other activities (including
a safety breach or actual
responses) hinder the
progress of the exercise or
render the objectives
unachievable.

The exercise controller is responsible for terminating the exercise.

An accepted term for concluding the exercise is 'ENDEX'.

Activity

Use SMEACS to write the exercise brief for your exercise.

