

Ref: [Enter Reference Number]

[Enter a Date]

**[Enter Name]**

**[Enter Address]**

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

Re: Tsunami 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 an LEMC/REMC coordination, communication, and support functions in the context of an EOC activation, alongside a simulated IMT, during a simulated emergency. 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 tsunami emergency. The pace of the exercise can be adjusted as needed to maintain engagement and align with exercise objectives.

This exercise simulates a tsunami emergency triggered by a series of major undersea earthquakes near the Tonga Trench, affecting the entire east coast of Australia. The scenario begins with early warnings and escalating concerns, culminating in the activation of EOCs across local and regional levels to support the coordinated response by the combat agency. Participants will manage the evolving situation as the tsunami progresses through warning, impact, and very early recovery phases.

Participants will respond in real time to the evolving emergency, managing critical tasks such as evacuation coordination, resource allocation, public information, and immediate response to the tsunami's impact. The scenario focuses on the pre-impact warning phase, the moment of impact, and the very early stages of recovery. It is geographically adaptable to reflect the specific vulnerabilities, communities, and infrastructure 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]