Appendix 1B

Concept – activation exercise

[cover sheet]

Spontaneous Volunteering

Activation Exercise

*Exercise name*

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Exercise [name] – concept

This template is designed to help with developing the exercise concept. Some sections include draft wording for the exercise (in black) which you may choose to use or amend. Simply use the headings and delete or update guidance text in purple once complete.

The activation (functional) exercise is specifically aimed at testing, practising or demonstrating an agreed activation plan for existing community groups in real time.

# Background

A summary to provide background and context of where and how this exercise has come about.

# Need

Provide an answer to the question ‘Why conduct an exercise?’

This need may be influenced by:

* past exercise evaluation outcomes
* operational observations and/or lessons
* review or change of arrangements, policy and/or plans
* new equipment, procedures or practices
* personnel requirements (i.e., training, practise and/or assessment)
* legislative or regulatory requirements.

Local arrangements for working with spontaneous volunteers include activating community groups when an emergency is expected or has struck.

This activation exercise (ACTEX) is being developed as an opportunity to practise activating community groups and establishing communication links with emergency coordination structures. Specific areas of focus include:

* practising activation procedures to notify community groups of an actual or likely emergency
* testing the efficiency and effectiveness of activation procedures
* confirming communication links between community groups and emergency and/or recovery coordination structures
* [insert any local focus areas].

# Overview

Include a short paragraph about what the exercise is to achieve.

This exercise will test planned notification and communication protocols between emergency coordination centres, combat agencies and identified community groups.

Identify the target audience.

The target audience is government and non-government agencies that are part of the local emergency management plan and are expected to communicate with their own members and other organisations.

# Aim

The exercise aim needs:

* a purpose – to test/validate/practice /etc the concept/procedure/etc …
* an outcome – …in order to…
* a context – when or in what situation/s.

To test/practise/demonstrate activation and communication protocols, in order to review/validate/test the local emergency management/recovery plan.

## Exercise objectives

Outline the objectives of the exercise. They must be clear, concise and begin with a verb.

Remember to keep your objectives SMART:

* Specific
* Measurable
* Achievable
* Relevant
* Task-related

The objectives of the exercise are to:

1. practise notifying community organisations of an impending or actual emergency
2. test the effectiveness of notification and communication protocols
3. confirm timeframes for activating community groups
4. strengthen collaboration and coordination at the local level
5. identify areas for further development or changes to activation and communication protocols.

# Exercise scope

The exercise scope should:

* be broad enough to achieve the objectives
* consider the level of commitment of key participating agencies, inclusive of the private sector
* not be beyond the capability of the participants (test but not break)
* consider the level of involvement or participants.

The exercise will begin when a relevant type warning has been received and progress through determine the appropriate endpoint, which may be passing messages or physically reporting to an assembly point or similar.

In scope:

* Community preparedness
* Sending and receiving messages
* Coordination considerations for messaging
* Identifying community capacity and building connections.

Out of scope:

* Identify any areas that are out of scope, such as physically moving to an assembly area.

# Exercise outline

Type, styles, phases etc. No need for scenario at this point, but it should include the theme that is proposed to use to meet the objectives.

This is an activation exercise. A hazard type scenario will be developed based on the local risk profile and planning priorities and informed by the emergency management committee.

## Proposed delivery

The exercise is proposed for delivery on DATE at VENUE. It will be a no-notice or with-notice exercise.

Attach Appendix 1C as a draft project plan.

Allow a minimum of eight weeks to develop the exercise. This will provide time to identify a suitable venue, issue diary invitations and consult with subject matter experts and participating agencies.

# Governance and management structure

An exercise planning group will be established that includes:

* emergency management committee representatives
* the combat agency with responsibility for the scenario hazard
* council representatives with a lead role in recovery arrangements
* other key stakeholders as appropriate.

The planning group will be chaired by NAME from AGENCY.

Include the agencies who will be participating in the exercise.

The exercise is targeted at stakeholders that are included in the local emergency management or recovery plan, including councils, state agencies and non-government organisations.

Proposed agencies/participants:

* local council representatives with a lead role in preparedness and recovery arrangements
* community sector organisations with a formal or demonstrated role in recovery arrangements.

# Public information

Strategic direction and responsibility for real and simulated media. Always inform your organisations media representatives that the exercise is planned. Determine whether any public messaging will coincide with the exercise.

The media/public information team may be engaged to assist developing any simulated media injects for the exercise. Where simulated media is included, it is important that an organisation media representative participates in the exercise.

# Evaluation

Identify the focus areas and approach. Evaluation methods can include:

* participant feedback / evaluation forms
* appointing official observers using an observation guide that defines measures for success against objectives.

# Budget

Outline any expenses that may be associated with the exercise (e.g., venue hire and catering) and expectations for who will be responsible for costs.

# Timeline

Outline the proposed timeline for the exercise.

|  |  |  |
| --- | --- | --- |
| Category | Responsible | Due by |
| Concept |  |  |
| Planning |  |  |
| Conduct |  |  |
| Evaluation and reporting |  |  |

# Points of contact

Include person’s name, work area, phone and email.

|  |  |  |
| --- | --- | --- |
| Name | Position | Contact Details |
|  |  |  |
|  |  |  |
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# Concept approval

|  |  |
| --- | --- |
| Approved / Not Approved | Approved / Not Approved |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name  Title | Name  Title |
| Date | Date |