[EXERCISE NAME]

Situation Manual

[Date]

This situation manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.

# EXERCISE OVERVIEW

|  |  |
| --- | --- |
| **Exercise Name** | [Insert the formal name of exercise, which should match the name in the document header] |
| **Exercise Dates** | [Indicate the start and end dates of the exercise] |
| **Scope** | This exercise is a [exercise type], planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters]. |
| **Mission Area(s)** | [Prevention, Protection, Mitigation, Response, and/or Recovery] |
| **Core Capabilities** | [List the core capabilities being exercised] |
| **Objectives** | [List exercise objectives] |
| **Threat or Hazard** | [List the threat or hazard (e.g. natural/hurricane, technological/radiological release)] |
| **Scenario** | [Insert a brief overview of the exercise scenario, including scenario impacts (2-3 sentences)] |
| **Sponsor** | [Insert the name of the sponsor organization, as well as any grant programs being utilized, if applicable] |
| **Participating Organizations** | [Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.] |
| **Point of Contact** | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)] |

# General Information

## Exercise Objectives and Core Capabilities

The following exercise objectives shown in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the exercise planning team.

| Objective | Core Capability |
| --- | --- |
| [Insert objectives] | [Insert core capability aligned to each objective] |
|  |  |
|  |  |
|  |  |

Table 1. Exercise Objectives and Associated Core Capabilities

## Participant Roles and Responsibilities

The term *participants* encompasses many groups, not just those playing in the exercise. Groups involved in the exercise, and their respective roles and responsibilities, are as follows:

* **Players.** Players have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
* **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very important persons (VIPs) are also observers, but they frequently are grouped separately.
* **Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key exercise planning team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
* **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the exercise evaluation guides (EEGs).

## Exercise Structure

This exercise will be a multimedia, facilitated exercise. Players will participate in the following [insert number of modules] modules:

* Module 1: [Module name, e.g. Incident Notification]
* Module 2: [Module name]
* Module 3: [Module name]

Each module begins with a multimedia update that summarizes key events occurring within that time period. After the updates, participants review the situation and engage in functional group discussions of appropriate [prevention/protection/mitigation/response/recovery] issues. For this exercise, the functional groups are as follows:

* [Functional group, e.g. Law Enforcement]
* [Functional group]
* [Functional group]

[Functional group]

After these functional group discussions, participants will engage in a moderated plenary discussion in which a spokesperson from each group will present a synopsis of the group’s actions, based on the scenario.

## Exercise Guidelines

* This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
* Respond to the scenario using personal knowledge of current plans and capabilities (i.e., only existing assets can be used) and insights derived from training.
* Decisions are not precedent setting and may not reflect the organization’s final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.

Issue identification is not as valuable as suggestions and recommended actions that could improve [prevention/protection/mitigation/response/recovery] efforts. Problem-solving efforts should be the focus.

## Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation. During this exercise, the following apply:

* [The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.]
* [The exercise scenario is plausible, and events occur as they are presented.]
* [All players receive information at the same time.]

# Module 1: [Module Name]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

## Key Issues

* [Summarize the key scenario events provided in this module.]
* [Summarize the key scenario events provided in this module.]
* [Summarize the key scenario events provided in this module.]

## Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 1. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that may need to be addressed as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

### [Functional Group]

1. [List suggested discussion questions. Questions should be developed by the exercise planning team with input from the evaluators. Questions should be structured to help evaluators collect data on the capability targets and critical tasks in the EEGs.]
2. [Provide suggested discussion questions.]
3. [Provide suggested discussion questions.]

### [Functional Group]

1. [Provide suggested discussion questions.]
2. [Provide suggested discussion questions.]
3. [Provide suggested discussion questions.]

#

# Module 2: [Module Name]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

## Key Issues

* [Summarize the key scenario events provided in this module.]
* [Summarize the key scenario events provided in this module.]
* [Summarize the key scenario events provided in this module.]

## Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that may need to be addressed as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

### [Functional Group]

1. [List suggested discussion questions. Questions should be developed by the exercise planning team with input from the evaluators. Questions should be structured to help evaluators collect data on the capability targets and critical tasks in the EEGs.]
2. [Provide suggested discussion questions.]
3. [Provide suggested discussion questions.]

### [Functional Group]

1. [Provide suggested discussion questions.]
2. [Provide suggested discussion questions.]
3. [Provide suggested discussion questions.]

# Module 3: [Module Name]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### [Month, Day, Year]: [Time]

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

## Key Issues

* [Summarize the key scenario events provided in this module.]
* [Summarize the key scenario events provided in this module.]
* [Summarize the key scenario events provided in this module.]

## Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 3. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided suggested subjects that may need to be addressed as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

### [Functional Group]

1. [List suggested discussion questions. Questions should be developed by the exercise planning team with input from the evaluators. Questions should be structured to help evaluators collect data on the capability targets and critical tasks in the EEGs.]
2. [Provide suggested discussion questions.]
3. [Provide suggested discussion questions.]

### [Functional Group]

1. [Provide suggested discussion questions.]
2. [Provide suggested discussion questions.]
3. [Provide suggested discussion questions.]

# Appendix A: Exercise Schedule

**[Note:** Because this information is updated throughout the exercise planning process, appendices may be developed as stand-alone documents rather than part of the C/E Handbook.]

| **Time** | **Activity** |
| --- | --- |
| **[Month Day, Year]** |
| 0000 | Registration |
| 0000 | Welcome and Opening Remarks |
| 0000 | Module 1: Briefing, Caucus Discussion, and Brief-Back  |
| 0000 | Break  |
| 0000 | Module 2: Briefing, Caucus Discussion, and Brief-Back  |
| 0000 | Lunch  |
| 0000 | Module 3: Briefing, Caucus Discussion, and Brief-Back  |
| 0000 | Break |
| 0000 | Hot Wash |
| 0000 | Closing Comments |

# APPENDIX B: EXERCISE PARTICIPANTS

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| --- |
| Participating Organizations |
| **Federal** |
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|  |
| **State** |
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| **[Jurisdiction A]** |
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|  |
|  |
| **[Jurisdiction B]** |
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|  |

# Appendix C: Relevant Plans

[Insert excerpts from relevant plans, policies, or procedures to be tested during the exercise.]

# Appendix D: Acronyms

| **Acronym** | **Term** |
| --- | --- |
| DHS | U.S. Department of Homeland Security |
| ExPlan | Exercise Plan |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| SME | Subject Matter Expert |
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