

1.4.2 Contents

This section identifies the contents of the exercise package. Samples of each component are provided in Appendixes A through E. The exercise package contains all the documentation necessary to control and evaluate the exercise; however, the extent and detail of information will vary with the scope and complexity of the particular exercise.

The format can be tailored by individual organizations but should include all the information outlined below.

Scope. The scope identifies all participating organizations, the extent of participation, and the purpose of the exercise.

Specific Objectives. Each exercise objective should clearly state what is to be demonstrated. Objectives should be attainable and measurable. Evaluation criteria should be developed to define how objectives will be measured by exercise evaluators. An example of generic exercise objectives is provided in Chapter 2 of this Volume.

Scenario Narrative. The scenario narrative is a “storybook” summary of the background, initial conditions, initiating events, and expected responder actions. It contains descriptions of the simulated emergency situation, including the overall sequence of events, details, supporting data, and timing of activities.

Design and Development Guidelines. This section describes any limitations placed on the design and development of the exercise, the exercise protocol, and a list of pre-approved simulations.

- **Limitations** are management policies and guidelines of concern to the exercise developers and scenario designers. They include issues such as conducting exercises on weekends, overtime restrictions or authorizations, and financial constraints.

- **Protocols** (ground rules or rules of conduct) remind responders of drillsmanship and safety issues.
- **Pre-approved simulations** list the major simulations applicable to the exercise. Examples include pre-determined meteorological data, response vehicle red lights, how road blocks will be simulated without interfering or disrupting public traffic patterns, use of water to simulate a chemical liquid hazardous materials spill, use of a smoke generator to simulate fire/smoke, use of protective equipment, simulated operation of systems/equipment, and photographs to simulate equipment damage.