

## Managing exercises – Planning

### Speed read

- Exercise planning balances objectives, risks and resources.
- Determine the style of exercise, write scenarios and work out what tools and technologies are needed.
- The exercise plan will link with the exercise concept document, evaluation plan, risk management plan and safety plan

### Key points

**Choose a suitable exercise style.** Determine the style(s) of exercise based on the aim, objectives and the resources and capability of the exercise management team. A combination of styles may be useful. Figure 7 positions the range of styles within the level of capability and resources required to run them, and how performance based they are.

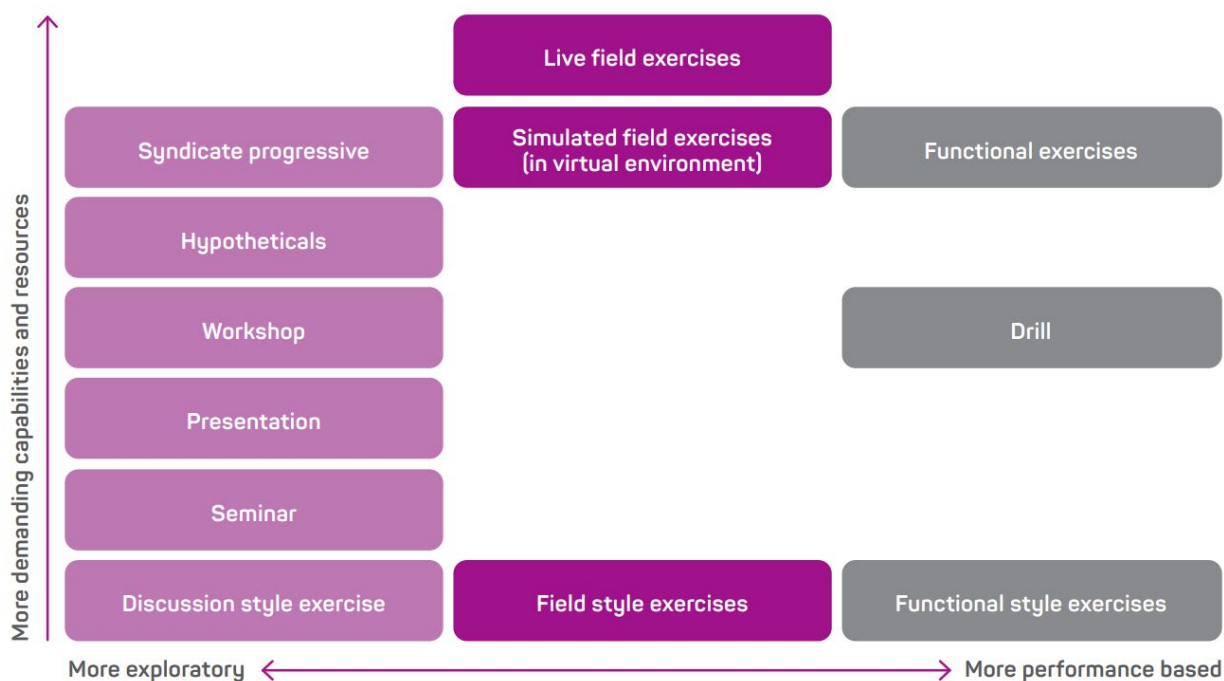


Figure 7: Styles and types of exercises

**Build capability through a series of exercises.** If needed, conduct a series of exercises starting with simple exercises and then build to more complex exercises, such as field exercises.

**Exercise tools and technologies.** System-based products are available to support simulations and exercises, including augmented reality technologies, machine learning and data capture technologies. Boxed games, card sets, creative media and props can also help to explore creative, ethical and cultural considerations.

## Develop exercise scenarios:

1. Develop the 'general idea' - a broad statement of background information
2. Develop 'special ideas' - realistic problems, incidents or information for participants to react to as they would in their role or during an event.
3. Select role players with consideration for inclusion, representation and safety.

**Determine exercise inputs and develop a masters schedule of events (MSE).** Exercise inputs are used in all types of exercise activities to support the developing scenarios. Develop the MSE to work out the sequence and timing of each input, indicate who is responsible for tasks, provide guidance for the pace and direction and link to relevant documentation.

**Communication and community engagement.** Before simulations, inform the wider public about the event / exercise and any disruptions it may cause. Engaging communities through the exercise management cycle promotes resilience, raises awareness of local emergency plans and procedures, and gives the opportunity for community input and advice.

**Internal coordination and planning.** Hold exercise planning meetings throughout.

**Consider risks that may occur during the conduct of the exercise.** Standard work healthy and safety standards apply. Simulations of potentially traumatic events can cause psychological harm or distress to organisers and participants. Develop and maintain a risk management plan and risk register

## Take action

- Use the planning template in Appendix 7 in the companion templates of [Managing Exercises](#) (AIDR 2023)
- Review the suggested templates for the Master Schedule of Events in Appendix 10 and 11 in the companion templates of [Managing Exercises](#) (AIDR 2023)
- Consider how communities can be involved from early in the planning stage, and how the public might be impacted by simulations in public places - read [Community Engagement for Disaster Resilience](#) (AIDR 2020)
- Check out the suite of complementary resources in the [AIDR Knowledge Hub](#), including templates, case studies and toolkits for specialised exercising areas.

## More information

- [Managing Exercises](#) (AIDR 2023) - Chapter 4
- [Recovery Exercising Toolkit](#) provides an in-depth exploration of recovery issues over time, and can be used to support exercise management programs to include a recovery considerations (AIDR 2023)
- [Emergency Planning](#) (AIDR 2020)
- [Lessons Management Handbook](#) (AIDR 2019)