

## Conducting exercises

### Speed read

- Establish and rehearse the exercise control team (EXCON).
- Brief and debrief EXCON, participants, role players consistently and set up clear communication channels within the exercise, and between EXCON members.
- The term ‘No Duff’ should be used to indicate that a real event or injury has taken place.

### Key points

**The exercise conduct phase includes starting, managing and ending the exercise.** Principles outlined during the conduct phase can be applied across all styles of exercises

**Be aware of your inputs, outputs and exercise management activities** (see Figure 10).

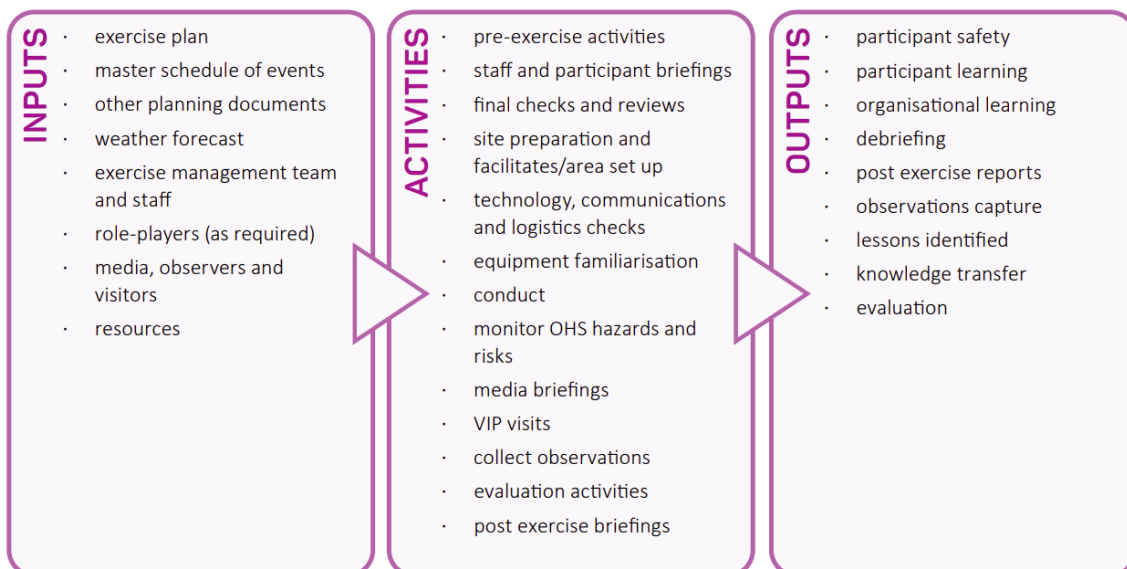


Figure 10: Inputs, activities and outputs of the conduct phase

**Brief participants, role players, EXCON team, evaluators, observers.** Briefings follow a consistent format. Be accurate, concise and sequential. The SMEACSQ format is recommended:

- **Situation** – describes what has happened and perhaps what has been done
- **Mission** – describes what is to be achieved (aim, objectives)
- **Execution** – how objectives are to be achieved (what needs to be done, not how to do it)
- **Administration and logistics** – administrative and logistical arrangements (e.g. transport, catering)
- **Command and communication** – command structure and communication arrangements
- **Safety** – including welfare and ‘No Duff’ explanation
- **Questions** – provides an opportunity for participants to ask clarifying questions.

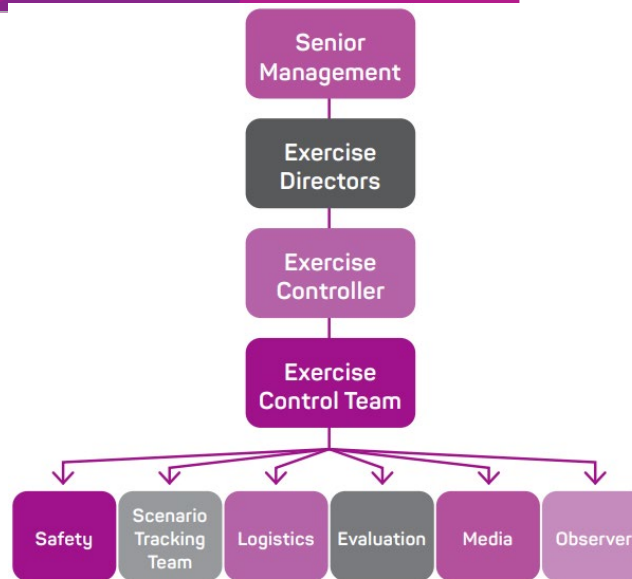


Figure 11: Exercise control structure

**Have clear roles, responsibilities, control and identification.** EXCON team or staff are those who run and support exercise conduct and can be drawn from participating organisations, volunteers, community. The role of the EXCON team is to ensure the exercise is conducted in a safe and effective manner. The generic exercise control structure (Figure 11) provides an overview of common roles in exercise management. Proper identification and roles of EXCON team members differentiates them from participants and role players.

**Finishing the exercise – ENDEX** (a code word that can be communicated to exercise participants to indicate the end of the exercise). The exercise controller finishes the exercise in a pre-arranged manner and communicates to all participants. Hold and document debriefs at the conclusion of an exercise.

## Take action

- Plan briefings and meetings – see the template agendas and guides in Appendix 1-5 - [handbook companion templates](#)
- Develop a participant handbook to guide participation – use the template in Appendix 8 - [handbook companion templates](#)
- Check out the suite of complementary resources for [Managing Exercises](#), including templates, case studies and toolkits for specialised exercising areas, such as recovery exercising and lessons management.

## More information

- [Managing Exercises](#) (AIDR 2023) - Chapter 6
- [Recovery Exercising Toolkit](#) (AIDR 2023)
- [Emergency Planning](#) (AIDR 2020)
- [Lessons Management](#) (AIDR 2019)
- [Australasian Inter-service Incident Management System \(AIIMS\)](#) (AFAC 2017)