**APPENDIX 1**

**EXERCISE CONCEPT TEMPLATE**

Recovery Exercise

DISCEX

[INSERT EXERCISE NAME]

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# Exercise [INSERT NAME] Concept

**This template is to assist with developing the concept of an exercise. Some sections include draft wording for the recovery exercise which you may choose to use or amend. Simply use the headings and delete or update guidance text in redonce complete.**

## Background

Give a quick 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.

Recovery from a disaster event is a complex and long-term process that requires a multi-agency approach and involves a broad range of stakeholders.

This recovery DISCEX is being conducted to undertake an in-depth exploration of recovery issues over time. Specific areas of focus include:

* Recovery considerations over time (short, medium and longer term recovery)
* Community recovery, principles and approaches
* [INSERT YOUR ELECTED MODULE]

## Overview

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

This exercise will provide insights into the complexities of recovery following a disaster event [INSERT YOUR DISASTER SCENARIO]. It will assist in identifying issues that would benefit from further development to support ongoing recovery planning and improve recovery capability.

Identify the target audience.

The target audience is government and non-government agencies that would normally be part of a recovery committee.

## 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 explore a range of short, medium and longer term recovery considerations that arise from [INSERT YOUR DISASTER SCENARIO], inform recovery planning and strengthen networks between recovery stakeholders in [INSERT YOUR REGION/LOCAL AREA].

## Exercise objectives

Outline the objectives of the exercise.

Remember, objectives must be clear, concise, be focused on participant performance and contain a:

* performance – what is to be done (test/practice/evaluate)
* condition – under what conditions the action will be performed, and
* standard – what standards (or level) of performance is expected.

Remember to keep your objectives SMART - are they:

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

The use of a common set of verbs to describe the intent within each objective is valuable because it allows understanding of activities across all participants and the systematic design of objectives.

The objectives of the recovery exercise are to:

* outline regional/local recovery arrangements and plans
* explore the roles and responsibilities of government, non-government and local community stakeholders in recovery
* explore key recovery challenges and considerations across the short, medium and longer term
* practice evidence informed approaches to recovery strategies and activities
* strengthen collaboration and coordination at the regional/local level
* identify areas for further development to inform recovery planning.

## 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 DISCEX will commence at three weeks post disaster event, focus on all phases of recovery, short medium and longer term and explore key recovery considerations.

In scope:

* Community recovery principles and practice
* Impact assessment, consequences and identification of community need
* Recovery considerations over time, from early through to longer term recovery across the four recovery environments, infrastructure/built, environment, economic, social/health and wellbeing
* Identifying community capacity and building connections
* Elective module

Out of scope:

* Evacuations
* Evacuation and relief centres
* Immediate relief operations.

## Exercise outline

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

The recovery exercise is a discussion exercise (DISCEX). A disaster scenario [INSERT HAZARD TYPE] will be developed based on regional risk profile and planning priorities and informed by the emergency management committee.

## Governance and management structure

An exercise planning group will be established that includes:

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

Include the agencies who will be participating in the exercise.

The recovery DISCEX is targeted at recovery stakeholders that would normally be members on a recovery committee, including councils, state agencies and non-government organisations.

Proposed agencies/participants:

* local council representatives with a lead role in recovery arrangements, including a representative from each of the four recovery environments (social, economic, built and environment)
* community sector organisations with a formal or demonstrated role in recovery arrangements
* peak business, industry and tourism groups (e.g., Chamber of Commerce and Industry).

## Public information

Strategic direction and responsibility for real and pseudo media.

What is the public message, if any.

## Evaluation

Identify the focus areas and approach.

## Budget

Outline any costs that may be affiliated with the exercise.

## Timeline

Outline the proposed timeline for the exercise.

|  |  |  |
| --- | --- | --- |
| Category | Responsible | Period |
| 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 Document Approval

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| Approved / Not Approved | Approved / Not Approved |
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