**DR16 Exercise Handbook Template for Participant & Management Team**

*Depending on the exercise objectives, an exercise handbook should be provided to the exercise management team, and potentially to exercise participants, in advance of the exercise.*

*The handbook should be accompanied by any necessary pre-reading and should provide all the information that participants or staff members require in order to take part in the exercise.*

*The handbook should also be accompanied by all the exercise documents that management team members require for the exercise, including the exercise evaluation material.*

*The handbook for the exercise participants differs from the exercise management team handbook in that the latter will include additional information, particularly on the exercise scenario, expected outcomes and evaluation material. The exercise management team handbook is an expanded version of the participant handbook accompanied by exercise documents that the management team members require to manage the exercise.* *In addition to the participant content, the exercise management team should also receive a copy of the exercise management team TOR, final exercise scenario, inject matrix (MEL), and full inject pack.*

## Template

Title: Participant & exercise management team handbook for [**NAME**] drill

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

1. **Handbook overview**

The overview describes the purpose of the handbook, its audience, and the information it should contain.

*Suggested content:*

*This Handbook is intended to assist the participants and the exercise management team in [NAME] [TYPE OF EXERCISE], [COUNTRY]. It provides information about the [TYPE OF EXERCISE] (background, purpose, scope, objectives and scenario, if applicable); exercise roles and responsibilities; exercise rules and guidance; the agenda; and information on administrative arrangements.*

1. **Drill overview**

**Background, purpose, scope and objectives**

Provide a brief overview of the drill, including the purpose, scope and objectives.

*Suggested content:*

***2.1 Background***

*A drill is planned in [COUNTRY] on [DATE (TBC)]. The exercise is being developed and implemented by the XXXX and the [COUNTRY] Ministry of Health (MOH).*

***2.2 Purpose***

*The purpose of the drill is to practice and train the operations and/or functions of [NAME].*

***2.3 Scope***

*The exercise is a drill for [NAME OF OPERATION OR FUNCTION]. It will be conducted in [LOCATION] with [NAME OF TEAM OR ORGANIZATION].*

***2.4 Objectives***

*The drill’s objectives are:*

*1.*

*2.*

*3. Etc.*

**Scenario, if applicable**

Insert brief description of scenario, if applicable.

1. **Drill roles and responsibilities**

Insert brief descriptions of the roles and responsibilities in the drill of the director, controller, evaluators, observers and participants.

*Suggested content:*

*Different people have different roles and responsibilities during a drill. The following table describes the functions, roles and responsibilities of individuals during the drill.*

*[TABLE]*

1. **Drill rules and guidance**

Insert rules and guidance for the exercise.

*Suggested content:*

***Role of the controller***

*In addition to ensuring the smooth running of the exercise and debriefing, the controller will coordinate the actions of participants in order to achieve the exercise objectives. To this end, the facilitator will not provide instructions on participant tasks, but instead will provide information to trigger participants’ actions.*

***Your role***

*There are no ‘role plays;’ you must play yourself based directly on the functions for which you are responsible in your organization. Respond as you would during a real outbreak.*

***Your response should be based on country-specific data***

*Establish the basis for your response based upon country-specific details (e.g. local laws, customs, prevention and response capacity); data that you have on hand (such as the national response plan); and other information about the country.*

***Consider all information you receive as true; as ‘fact’***

*For the purposes of the exercise, any data that you receive from the controller is to be considered correct, true, or ‘fact’. Please do not challenge the scenario during the course of the exercise. Gaps and contradictory messages may occur, mirroring the complexity of information in a real event. If you have any questions, please ask.* ***Do NOT create additional fictional scenarios. Use the data presented in the exercise***

*The information you will receive throughout the exercise will give you ALL the data you will need. Do not invent numbers, figures etc. unless asked to project figures forward. Do NOT invent additional scenarios that are not in the exercise.* ***“[INSERT SAFE WORD]” is the safe word to stop the simulation -*** *due to a real emergency or as instructed by the control team.*

*Good luck and enjoy the exercise!*

1. **Administrative arrangements**

Provide an overview of administrative arrangements. This information is also covered in the participant invitation.

*Suggested content:*

***Examples of administrative arrangements***

*Exercise schedule, including briefing, debriefing, meals and refreshment*

*Exercise location, accommodation and transport*

*Security*

*Contact information*

*Other information as required.*

*A briefing for all exercise management team will be held on [DATE] at [LOCATION].*

1. **Exercise report**

Insert information about the exercise report.

*Suggested content:*

*The exercise management team should prepare an exercise report describing, analyzing and deriving lessons from the exercise. It should be provided to senior-level authorities of the participating organizations.*

1. **Contact Information**

This paragraph includes all the contact information for the participants and the exercise management team.

*Suggested content:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Exercise management team*** | | | |
| ***Role*** | ***Name*** | ***Location*** | ***Contact No.*** |
| ***Drill director*** |  |  |  |
| ***Drill controller*** |  |  |  |
| ***Evaluators*** |  |  |  |
| ***…*** |  |  |  |
| ***Observers*** |  |  |  |
| ***…*** |  |  |  |
| ***Participants*** |  |  |  |
| ***…*** |  |  |  |