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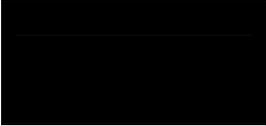
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Appendix A: Job Aids**Appendix B: Acronym List****Appendix C: Exercise Tool Box**



Course Overview

About This Course

Emergencies happen. Emergencies can be limited in scope or they can reach disaster proportions, sweeping through an entire community or multiple communities. Being prepared to respond to and recover from emergencies is everyone's challenge. Whether your organization is a government agency tasked with a particular response role, a volunteer agency that responds to the community's needs, or a private sector entity that may be faced with an emergency situation, you have an important role in that preparation.

As an outcome of your community's or organization's emergency planning process, plans should be in place that specify how you prepare for emergencies, how you will respond if an emergency occurs, how you will mitigate the potential effects of emergencies, and how you will recover. Practice is an important aspect of the preparation process.

Experience and data show that exercises are a practical, efficient, and cost-effective way for organizations in the government, nonprofit, and private sectors to prepare for emergency response and recovery.

This course is based on one important premise: *Emergency exercises are worth the effort.* Exercises identify areas that are proficient and those that need improvement. Lessons learned from exercises can be used to revise operational plans and provide a basis for training to improve proficiency in executing those plans.

This course is designed to introduce you to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for your organization. It addresses:

- The value of conducting exercises.
- The components of a comprehensive exercise program.
- The exercise development process—development tasks, organization of the design team, exercise documentation, and the steps in designing an exercise.

About This Course (Continued)

This course will cover the purpose, characteristics, and requirements of three main types of exercises:

- Tabletop exercise
- Functional exercise
- Full-scale exercise

In addition this course will cover:

- Exercise evaluation.
- Exercise enhancements.
- Designing a functional exercise.

This course is one of several courses in exercise design offered through the Emergency Management Institute (EMI). To get information about other courses, check online at <http://training.fema.gov/>

FEMA's Independent Study Program

The Federal Emergency Management Agency's (FEMA's) Independent Study Program is one of the delivery channels that EMI uses to provide training to the general public and specific audiences. This course is part of FEMA's Independent Study Program. In addition to this course, the Independent Study Program includes other courses in the Professional Development Series (PDS), as well as radiological emergency management, the role of the emergency manager, hazardous materials, and disaster assistance.

FEMA's independent study courses are available at no charge and include a final examination. You may test individually or through group training.

FEMA's Independent Study Program (Continued)

If you need assistance, contact the Independent Study Program Administrative Office at:

FEMA Independent Study Program
Administrative Office
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, MD 21727
(301) 447-1200

Information about FEMA's Independent Study Program also is available on the Internet at:

<http://training.fema.gov> and click on FEMA Independent Study

Course Prerequisites

Exercise Design has no prerequisites.

Final Examination

This course includes a final examination, which you must complete and submit to FEMA's Independent Study Office for scoring. To obtain credit for taking this course, you must successfully complete this examination with a score of 75 percent or above. You may take the final examination as many times as necessary.

When you have completed all of the units, you may complete the final examination online or use an Opscan Answer Sheet form. If you choose to use the answer sheet, you must return it to the FEMA Independent Study Office at the address listed above. EMI will score your test and notify you of the results.

How to Take This Course

This Independent Study course is designed so that you can complete it on your own at your own pace. Take a break after each unit, and give yourself time to think about the material, particularly how it relates to your work in the exercise design function of emergency management.

Exercise Design has 11 units. Each of these units is described below.

- **Unit 1, Introduction to Exercise Design**, explores the benefits organizations derive from exercising and leads you through a preliminary needs assessment.
- **Unit 2, Comprehensive Exercise Program**, provides an overview of five main types of exercise activities that make up a comprehensive exercise program.
- **Unit 3, The Exercise Process**, presents an overview of the process used to plan and implement a single exercise within a comprehensive program. It also introduces four key design documents. In this unit, you will take some preliminary “groundwork” steps, including a resource self-assessment and identifying potential design team members.
- **Unit 4, Exercise Design Steps**, takes you through an eight-step process for designing an exercise and provides a variety of job aids to use in applying that process. You will practice each step in an abbreviated fashion as you progress through the unit.
- **Unit 5, The Tabletop Exercise**, takes a closer look at the tabletop exercise, including key characteristics, best uses, guidelines for facilitation, and special design considerations.
- **Unit 6, The Functional Exercise**, examines the functional exercise more closely—again focusing on key characteristics, best uses, guidelines for control, and special design considerations.
- **Unit 7, The Full-Scale Exercise**, takes a similar look at full-scale exercises and how they differ from the other types of exercises.
- **Unit 8, Exercise Evaluation**, briefly discusses key aspects of evaluation methodology and the evaluation tasks that must take place before, during, and after an exercise.
- **Unit 9, Exercise Enhancements**, presents ideas for enhancing an exercise through visuals, equipment, props, and people.

How to Take This Course (Continued)

- **Unit 10, Designing a Functional Exercise**, walks you through applying the eight design steps—using the provided job aids—in developing a simple functional exercise.
- **Unit 11, Course Summary**, prepares you for the final exam by presenting a brief review of the key points covered in the course.

Activities

This course will involve you actively as a learner by including activities that highlight basic concepts. These activities emphasize different learning points, so be sure to complete all of them. Compare your answers to the answers provided following each activity. If your answers are correct, continue on with the material. If any of your answers is incorrect, go back and review the material before continuing.

Knowledge Checks

To help you know when to proceed to the next unit, Units 1 through 10 are followed by a Knowledge Check that asks you to answer questions that pertain the unit content. Answers are provided following each Knowledge Check. When you finish each Knowledge Check, compare your answers to those provided, and review the parts of the text that you do not understand. It would be to your benefit to be sure that you have mastered the current unit before proceeding to the next unit.

Exercise Design Tool Box

A Tool Box is also included with the course materials. The Exercise Design Tool Box contains a variety of exercise examples and templates to supplement the instruction. The course materials will instruct you when to use the Tool Box. The Tool Box can be accessed at:

<http://training.fema.gov/EMIWeb/IS/is1391st.asp>.

How to Take This Course (Continued)

Job Aids

Throughout the course, you will find job aids designed to supplement the text. You can use the job aids during the course, and you will find them useful later, after you have completed the course. Copies of all job aids are assembled in Appendix A, for easy reference.

Appendixes

At the back of this course are appendixes that include, in addition to the job aids, an acronym list.

Equipment Requirements

To complete this course, you will need the following equipment:

- A computer with the following or greater capability:
 - Pentium processor
 - Windows 95+ or NT
 - 32 megabytes of RAM
 - SVGA monitor, displaying 16-bit color, 800 x 600 resolution
 - Microsoft or Microsoft-compatible mouse or other pointing device
 - CD-ROM Drive

Access to the internet is optional but will enable you to acquire additional relevant information.

How to Take This Course (Continued)

Sample Learning Schedule



Complete this course at your own pace. You should be able to finish the entire course—including pretest, units, knowledge checks, and final examination—in approximately 10 hours. The following learning schedule is only an example, intended to show relative times devoted to each unit.

Unit	Suggested Time
Unit 1: Introduction to Exercise Design	20 minutes
Unit 2: Comprehensive Exercise Program	1 hour
Unit 3: The Exercise Process	1 hour
Unit 4: Exercise Design Steps	2 hours
Unit 5: The Tabletop Exercise	40 minutes
Unit 6: The Functional Exercise	40 minutes
Unit 7: The Full-Scale Exercise	40 minutes
Unit 8: Exercise Evaluation	40 minutes
Unit 9: Exercise Enhancements	40 minutes
Unit 10: Designing a Functional Exercise	2 hours
Unit 11: Course Summary	10 minutes