



DSHS Health and Medical Exercise & Evaluation Program
Recommended Exercise Planning Timeline
Operations-Based Exercises

Activity	Task	Task Materials	Relationship to Key Events in Workdays/Weeks (Approximate)
Exercise Foundation	Develop exercise budget	<ul style="list-style-type: none"> • Sponsor agency’s budget format 	Minimum 7 months before the exercise
	Identify Exercise Planning Team members	<ul style="list-style-type: none"> • Exercise Planning Team organizational chart 	Minimum 7 months before the exercise
	Formulate sponsoring agency’s exercise concept and overarching objectives	<ul style="list-style-type: none"> • Exercise Concept and Objective (C&O) statement 	Minimum 7 months before the exercise
Initial Planning Conference (IPC)	Develop IPC materials	<ul style="list-style-type: none"> • IPC presentation • Agenda • Capabilities to be tested • Sample objectives • Sign-in Sheets • Invitations • Participating agency list • Master Task List 	2 to 4 weeks before the IPC
	Send IPC invitations and read-ahead materials to Exercise Planning Team members	<ul style="list-style-type: none"> • Invitations • Read-ahead materials 	2 to 3 weeks before IPC
	Finalize IPC Materials	<ul style="list-style-type: none"> • IPC presentation • Agenda • Capabilities to be tested • Sample objectives • Sing-in sheets • Invitations 	3 days before IPC



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Initial Planning Conference (IPC)	Finalize IPC materials	<ul style="list-style-type: none"> Participating agency list 	3 days before the IPC
	Conduct IPC	<ul style="list-style-type: none"> Approximately 4 hours 	Minimum 6 months before the exercise
	Provide IPC minutes and updated draft ExPlan to Exercise Planning Team members	<ul style="list-style-type: none"> IPC minutes Updated draft Explan 	10 to 14 days after the IPC
	Complete and submit the required Notification of Exercise (NoE) Form	<ul style="list-style-type: none"> NoE Form 	10 to 14 days after the IPC
Mid-Term Planning Conference (MPC)	Develop draft Exercise Plan (ExPlan)	<ul style="list-style-type: none"> Capabilities to be tested Objectives Participating agency list 	30 days before the MPC
	Develop draft Master Scenario Events List (MSEL)	<ul style="list-style-type: none"> Overarching objectives Scenario overview 	Minimum 5 days before the MPC
	Finalize the MPC materials	<ul style="list-style-type: none"> Draft ExPlan Draft MSEL MPC presentation Agenda Sign-in sheets Master Task List 	Minimum 5 days before the MPC
	Conduct the MPC (4 to 6 hours)	<ul style="list-style-type: none"> MPC presentation Draft ExPlan Draft MSEL 	Minimum 3 months before the exercise



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Mid-Term Planning Conference (MPC)	Conduct a MSEL development workshop (Approximately 2 hours)	<ul style="list-style-type: none"> • Draft MSEL 	Immediately following the MPC
	Conduct a walkthrough of exercise site(s)	<ul style="list-style-type: none"> • N/A 	Following MPC and MSEL workshop
	Provide MPC minutes and updated Explan to Exercise Planning Team members	<ul style="list-style-type: none"> • MPC minutes • Draft ExPlan 	11 days after the MPC
Final Planning Conference (FPC)	Finalize ExPlan	<ul style="list-style-type: none"> • Explan 	Minimum 75 days before the FPC
	Develop Controller/Evaluator (C/E) Handbook	<ul style="list-style-type: none"> • C/E Handbook 	Minimum 10 days before the FPC
	Develop media/public information release	<ul style="list-style-type: none"> • Media/public information release 	Minimum 10 days before the FPC
	Develop communications plan	<ul style="list-style-type: none"> • Draft communications plan 	Minimum 10 days before the FPC
	Finalize FPC materials	<ul style="list-style-type: none"> • Media/public information release • Draft C/E Handbook • Draft communications plan • Draft MSEL • Explan • FPC presentation • Agenda • Sign-in sheets • Master Task List 	Minimum 5 days before the FPC
	Conduct FPC (4 to 6 hours)	<ul style="list-style-type: none"> • See above task/materials listing 	Minimum 6 weeks before the exercise



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Final Planning Conference (FPC)	Finalize C/E assignments	<ul style="list-style-type: none"> C/E Handbook 	Before the conclusion of the FPC
	Finalize assembly area handout	<ul style="list-style-type: none"> Assembly area handout 	Before the conclusion of the FPC
	Provide FPC minutes and ExPlan to Exercise Planning Team members	<ul style="list-style-type: none"> FPC minutes ExPlan 	2 days after the FPC
Exercise Conduct	Distribute ExPlan to participating agencies and/or organizations	<ul style="list-style-type: none"> Explan 	25 days before the exercise
	Develop exercise participant badges/identification	<ul style="list-style-type: none"> Badges/Identification 	10 days before the exercise
	Conduct Controller and Evaluator Training and distribute C/E Handbook and other printed materials as required	<ul style="list-style-type: none"> Presentation C/E Handbook C/E assignments 	Minimum 1 day before the exercise
	Set up facility (ies)	<ul style="list-style-type: none"> N/A 	1 day before the exercise
	Conduct exercise participant briefings (and moulage if appropriate for full-scale exercises)	<ul style="list-style-type: none"> Actor briefing Actor waiver forms Sign-in sheets Badges/participant identification Triage/symptom tags (if full-scale) Player briefing Media/observer briefing Presentations as required 	Immediately before the exercise
	Conduct the exercise	<ul style="list-style-type: none"> N/A 	Exercise



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Exercise Conduct	Conduct Hot Wash(es)	<ul style="list-style-type: none"> Participant Feedback Forms 	Maximum 2 hours after the exercise
	Conduct C/E Debriefing	<ul style="list-style-type: none"> Presentation C/E Handbook Other printed materials as appropriate 	Maximum 1 day after the exercise
	Provide Hot Wash minutes and Participant Feedback Forms to Exercise Planning Team	<ul style="list-style-type: none"> Hot Wash minutes Participant Feedback Forms C/E Debriefing minutes 	3 to 4 days after the exercise
After Action Report/Improvement Plan (AAR/IP)	Develop draft AAR/IP	<ul style="list-style-type: none"> Draft AAR/IP C/E Handbooks Participant Feedback Forms 	2 to 3 weeks after the exercise
	Provide draft AAR/IP to sponsoring agency and Exercise Planning Team	<ul style="list-style-type: none"> Draft AAR/IP 	4 weeks after the exercise
After Action Conference	Conduct After Action Conference	<ul style="list-style-type: none"> After Action Conference presentation Agenda Sign-in sheets Draft AAR/IP 	5 to 6 weeks after the exercise
Final AAR/IP	Finalize the AAR/IP and distribute to sponsoring agency and Exercise Planning Team	<ul style="list-style-type: none"> Final AAR/IP Any required data collection forms 	60 days following the exercise



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After Action Report/Improvement Plan (AAR/IP)	Share lessons learned, best practices, and successes identified in the AAR/IP	<ul style="list-style-type: none">Final AAR/IP	60 days following the exercise
	Where the exercise was conducted to satisfy grant or other mandated requirements, submit to state and/or federal grant oversight agencies	<ul style="list-style-type: none">Final AAR/IP (and where specifically required metrics were measured, submit the appropriate data collection forms)	No later than 60 days following the exercise