**[INSERT OPERATIONAL AREA] FUNCTIONAL EXERCISE**

**[INSERT YEAR] STATEWIDE MEDICAL AND HEALTH EXERCISE**

**PLAYER HANDOUT**

| **EXERCISE OVERVIEW**It is our pleasure to welcome you to the Statewide Medical and Health Exercise (SWMHE). This event will provide a forum for [jurisdiction/organization/facility] to support and interface with healthcare providers, emergency management, and response partners throughout the [jurisdiction/organization/facility] as part of a comprehensive exercise. Planning and response activities will take place in coordination with the overarching [Insert year] SWMHE program, which is led by the California Department of Public Health (CDPH) and the Emergency Medical Services Authority (EMSA). It has been developed with funding from Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants. This handout has been developed to allow you, as a Player, to understand the context and scope of the exercise. | **EXERCISE PURPOSE**Today’s exercise is a [Table Top or Full Scale], which will help our State to be better prepared for emergencies and incidents of all types and sizes. This exercise will utilize all-hazards, multi-discipline objectives aligned with Homeland Security Exercise and Evaluation Program (HSEEP), PHEP, and Health Care Preparedness and Response capabilities, guidelines, and requirements. Players will test these objectives in response to a [insert incident].**SCENARIO**The scenario involves a [insert incident]. More detailed information can be found in the [Situation Manual or Exercise Plan].**OBJECTIVES**A list of the objectives and capabilities being tested during the exercise can be found in the Exercise Plan. **REPORTING / CHECK-IN**All participants should check in prior to the exercise and receive instructions on facility characteristics. |
| --- | --- |

| **Time** | **Personnel** | **Activity** | **Location** |
| --- | --- | --- | --- |
| **[Date of Exercise -1]** |
| [Time] | Exercise Controllers, Evaluators, and Staff | * Controller and Evaluator Orientation Briefing
 | [Location] |
| [Time] | Exercise Controllers and Staff | * Set up Control Cell and walk-through
 | [Location] |
| [Time] | All Players | * Player Briefing
 | [Location] |
| **[Date of Exercise]** |
| [Time] | Controllers and Exercise Staff | * Check-in for final instructions and communications check
 | [Location] |
| [Time] | Media | * Media Briefing
 | [Location] |
| [Time] | VIP & Selected Exercise Staff | * VIP Controller Briefing
 | [Location] |
| [Time] | Controllers and Evaluators | * Controllers and Evaluators in starting positions
 | [Location] |
| [Time] | All | * Controllers deliver day-of Player Briefing
 | [Location] |
| [Time] | **All** | * **Exercise Starts**
 | [Location] |
| [Time] | **All** | * **Exercise Ends**
 | [Location] |
| Immediately Following the Exercise | All | * Venue Hot Washes
* Turn in all Participant Feedback Forms
 | [Location] |
| **[Date of Exercise +1]** |
| [Time] | Controllers, Evaluators, and Exercise Planning Team | * After Action Meeting
 | [Location] |

| **EXERCISE PLAY INFORMATION** |
| --- |
| **IMPORTANT DOCUMENTS*** Player Handout (all participants)
* Exercise Plan (copies available for reference)
* Participant Waiver Form (all participants)
* Participant Feedback Form (all participants)
* [Insert others as needed]

**PLAYER RULES AND RESPONSIBILITIES**Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency. **Before the Exercise:*** Sign in
* Review appropriate support documents
* [Additional rules/responsibilities as needed].

**During the Exercise:*** Keep the exercise objectives in mind throughout the exercise
* Respond appropriately to exercise events and information
* When asked, maintain a log of your activities
* [Additional rules/responsibilities as needed]

**After the Exercise:*** Participate in the Hot Wash
* Complete and submit your Participant Feedback Form
* Provide copies of all logs, notes, and other documentation to the controllers
* After the exercise all participants will begin cleanup operations to restore the area to pre-exercise conditions
* [Additional rules/responsibilities as needed]
 | **EXERCISE PARTICIPANT SAFETY****Identification:** Exercise staff may be identified by [badges, hats, and/or vests] to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation.

| Group | Color |
| --- | --- |
| [Exercise Director] |  |
| [Facilitator] |  |
| [Controllers] |  |
| [Evaluators] |  |
| [Actors] |  |
| [Support Staff] |  |
| [Observers/VIPs] |  |
| [Media Personnel] |  |
| [Players, Uniformed] |  |
| [Players, Civilian Clothes] |  |

**In Case of Actual Emergencies*** Exercise participant safety takes priority over exercise events
* All players have a basic responsibility to act as safety officers. Immediately report safety concerns, unsafe acts or conditions, injuries, and accidents to the nearest controller
* If a real-world emergency occurs, inform the nearest Controller using the phrase [“THIS IS NOT A DRILL”] immediately and call 9-1-1 if necessary
* Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff
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**MAP OF AREA OF PLAY**

**[Insert exercise maps]**