The following meetings are the minimum suggested under HSEEP guidelines. Additional meetings may be added at the discretion of the exercise planners as needed.

| **Month and Meeting Name** | **Purpose** | **Key Outcomes** |
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| Concept and Objectives Meeting (7 months prior to SWMHE Exercise date) | This is the formal beginning of the planning process. Identify the type, scope, objectives, and purpose of the exercise. | * Agreement regarding exercise type, scenario, capabilities, tasks, and objectives. Consensus regarding the target exercise timeframe, location, and date.
* Identification of entities that may want to participate.
* Schedule of planning meetings.
* Send save-the-date email inviting identified entities/partners and ask for commitment to participate.
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| Initial Planning Meeting (6 months prior to SWMHE Exercise date) | This is the start of the development phase. | * A list of confirmed exercise participants.
* Identification and availability of Subject Matter Experts for scenario vetting and/or evaluation.
* A list of which exercise documents and presentations must be employed, and assignments for drafting each.
* If needed, identify availability of all policies, plans, procedures needed to draft exercise materials.
* Identify and assign responsibility for exercise logistics A list of critical activities for the next planning meeting.
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| Midterm Planning Meeting (5 months prior to SWMHE Exercise date) | Review draft documentation (e.g., scenario, Exercise Plan [ExPlan], Controller and Evaluator [C/E] Handbook). Discuss remaining exercise design concepts, scenario and timeline development, scheduling, logistics, and administrative requirements. | * Agreement on final ExPlan details Review all key exercise documents (e.g., ExPlan, C/E Handbook).
* Identify control and evaluation staff, key players Review list of confirmed participants.
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| Master Scenario Events List Meeting (4 months prior to SWMHE Exercise date) | May not be necessary for less complex exercises. The Master Scenario Events List (MSEL) meeting focuses on developing the MSEL. The MSEL is a chronological listing of key events | Key events and the time of their delivery are identified and responsibility for constructing the remaining events is assigned. |
| Final Planning Meeting (3 months prior to SWMHE Exercise date) | Conduct final comprehensive review of all remaining draft documents, resolve open exercise planning issues, review all exercise logistical activities | * Exercise planning team has a clear understanding of processes and procedures. Exercise documents and materials are approved.
* Remaining issues are identified and resolved. Logistical elements, including A/V equipment, site configuration and setup, refreshments, and schedule, are confirmed.
* Update confirmed participant list
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| Facility/Agency Briefing (2 month prior to exercise date) | Presentation of best practices/suggestions for agency/facility participation level.  | * Streamline and customize exercise objectives and scenario to suit each facilities level of participation.
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| Tabletop Exercise (1 months prior to SWMHE Exercise date) | Using the provided scenario in an informal setting, validate plans and procedures, including any new protocols or policies implemented as a result of the organizational self-assessment | * Identification of additional gaps in plans and procedures as well as a plan for improvement.
* Prepare for the Functional Exercise.
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| Player Briefing (Day of or day before the SWMHE Exercise date) | Address individual roles and responsibilities, exercise parameters, safety, security badges, and any remaining logistical exercise concerns or questions | Players have a clear understanding of the exercise objectives, capabilities, assumptions, artificialities, safety and security requirements, control and evaluation strategies |
| Statewide Medical and Health Exercise | The exercise tests plans, policies, procedures, agreements, and networks for the staff of participating organizations and agencies, in order to identify strengths and areas for improvement | * An opportunity is provided to exercise objectives among multiple disciplines, agencies, and jurisdictions.
* “Hot wash” - Strengths and action items are identified to enhance readiness efforts.
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| Hot Wash (immediately following the exercise play)  | To collect immediate feedback from exercise participants on actions taken during the exercise.  | * Build an outline for the After Action Report.
* Capture immediate impressions.
* May include debrief of players.
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| After Action Meeting | Following completion of a draft After Action Report, The Exercise Planning Team, Evaluation Team and other stakeholders meet to review the draft report. | * As part of the After Action Meeting, attendees review the Improvement Plan. This plan articulates specific corrective actions by addressing issues identified in the After Action Report.
* The refined After Action Report and Improvement Plan are finalized and the file is shared with approved stakeholders.
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