

[Exercise Name]

Controller & Evaluator Briefing

[Date]



Acknowledgments & Disclaimer

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Confidentiality Disclosure



- Trusted members of this exercise planning meeting are responsible for safeguarding exercise and scenario details from exercise participants or third parties before conducting the exercise.
- Trusted members are involved in developing the exercise scenario, which is the emergency scenario that will be presented during the exercise and are entrusted with sensitive information and expected to handle it with discretion and professionalism.
- All information in this presentation and related documents is exclusively for the use of the exercise planners and should not be shared with the public or unauthorized personnel without prior approval from Children's Mercy's Department of Emergency Management and Business Continuity.

Agenda

Welcome and Introduction

Exercise Objectives

Exercise Guidelines

Facilitator Instructions

Evaluator Instructions

Communication Plan

ENDEX



Exercise Objectives

Insert Objective [*“Evaluate response protocols during a child abduction scenario”*]

Insert Objective

Insert Objective

Insert Objective

Insert Objective

Exercise Guidelines



Wear provided identification items (e.g., badge, vest).



Avoid personal conversations with players.



Begin and end all exercise communications with the statement **“This is an exercise.”**



Begin and end all real-world communications with the statement **“Real world.”**



Exercise Facilitator(s)

Role
Individual Name

Role
Individual Name

Role
Individual Name



Facilitator Instructions

- Maintain exercise scope, pace, and integrity.
- Deliver injects to appropriate players.
- Do not give information to players about scenario event progress or other participants' methods of problem resolution. Players are expected to obtain information through their own resources.
- Provide strategies for keeping participants engaged.
- Encourage facilitators to foster a collaborative and constructive atmosphere.
- Conduct a Hotwash following ENDEX.
- Instruct participants to complete the Participant Feedback Survey prior to dismissal.



Exercise Evaluators

Role Individual Name	Role Individual Name	Role Individual Name
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Evaluator Instructions

- Assess the organization's capabilities to accomplish a mission, function, or objective.
- Evaluators will be integrated within each rotational group.
- Evaluators may provide support in an educational manner, when needed.
- Use Exercise Evaluator Guides (EEGs) to document performance relative to exercise objectives, core capabilities, and critical tasks.
- You will be given an EEG for each critical task that has been assigned to you to evaluate.
- Rate your assigned critical tasks using the following four ratings:
 - *Performed without Challenge (P)*
 - *Performed with Some Challenges (S)*
 - *Performed with Major Challenges (M)*
 - *Unable to Perform (U)*



Communication Plan

Name	Role	Contact Number
[Name]	Facilitator	
[Name]	Facilitator	
[Name]	Evaluator	
[Name]	Scribe	
[Name]	Observer	



Communications Check

- Include instructions to download method of communication. (i.e., WhatsApp, Teams, GroupMe)
- Once you have successfully joined, you'll be added to the group chat.
- Include additional communication information.



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Turn in all your documentation to the nearest Controller.

Conduct and/or Participate in the Exercise Hotwash.

Instruct participants to complete an Exercise Participant Survey (hard copy).

Provide feedback at the exercise debrief.



Planning Timeline

Event	Date	Time	Location
TTX	[Date]	[Time]	[Location]
Debrief	[Date]	[Time]	[Location]





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