

# Exercise Management Course

## Summary

This course develops the abilities of delegates to develop and manage a wide range of exercises, from a small scale Emergency Response Team to a multi-agency community emergency management exercise.

## Course Covers

- Why run exercises and what is the purpose of running them.
- What are valid exercise aims and objectives and what makes them so.
- What are the advantages and disadvantages of different types of exercise.
- What is the process to develop a safe and effective exercise.
- How to make an exercise realistic and yet safe.
- Documentation needed to support the exercise.
- How to review exercise performance against the objectives and its purpose?

## Duration

One day.

## Course Author and Presenter

The course is presented by members of the NORMIT team who have a wide range of experience in Emergency and Business Continuity. Sarah Alcock Dip EP FEPS MBCI is the lead tutor on the course. Sarah has been an Emergency Planning practitioner for 10 years and has experience of working with private and public sector organisations to deliver a vast range of training and exercise programmes.

## Cost

£400 per delegate – This includes refreshments and course material.  
EPS and BCI Members receive a 10% discount.

NORMIT Members £125 (Voluntary / Charity members £100)

The course content is approved by Business Continuity Institute (BCI) and delegates receive one years free affiliate membership of the BCI.

# Exercise Management Course Programme

1	Administration and Overview	Health and safety. Delegate introductions and their expectations for the day. Current guidance including Civil Contingencies Act, UK Resilience and Business Continuity.
2	Overview of Emergency Exercises	Understand the reasons behind running effective exercises. List and understand common exercise abbreviations.
3	Types of Exercise	Understand key concepts of different exercise formats and identify appropriate use. List the advantages and disadvantages of each type.
4	Who's Who During the Exercise	List roles and their specific responsibilities. Understand the dynamic between each role to ensure a successful, safe exercise.
5	Exercise Control and Safety	Understand the function and importance of Exercise Control. Recognise importance of exercise safety and the control measures that can be incorporated.
6	Exercise Planning Process	Understand the suggested process for exercise planning and the benefits of following this process.  Define the Project  Form a Planning Group  Set Aims and Objectives  Develop the Scenario  Develop the Project Timescale  Support Arrangements  Supporting Documentation, Debriefings and Reports.
7	Structured Debrief	Gain experience of a Structured Debrief and how it can be used for different activities.
8	Summary	Ensure learning outcomes achieved. Reinforce key messages and clarify any ambiguities.