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| Government Communication Service | Rehearsal exercise checklist |

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| 1 | Agree the scenario and the aim |  |
| 2 | Assemble a planning team and agree the objectives for each test area |  |
| 3 | Agree the exercise scenario and timelines |  |
| 4 | Confirm participant availability, including media or voluntary agencies |  |
| 5 | Scope and confirm the facilities needed e.g. transport, buildings and equipment |  |
| 6 | Ensure that all communications to be used have been tested prior to the exercise |  |
| 7 | Check that participants, umpires and directing staff have been briefed |  |
| 8 | If the exercise links a number of activities or functions, test individually beforehand |  |
| 9 | Ensure everyone is aware of the process if a real emergency occurs during the exercise |  |
| 10 | For larger-scale simulations, ensure the safety of spectators and factor in marshalling and updates |  |
| 11 | For the longer exercises, consider catering and amenities |  |
| 12 | Ensure all parties are insured in case of an accident |  |
| 13 | For larger-scale exercises, warn the local media, emergency services switchboards and any neighbours who might be concerned by the exercise |  |
| 14 | After the exercise organise a 'hot' debrief with key players and circulate a date for a full debrief |  |
| 15 | Evaluate the exercise and feed in lessons learned to the overall plan |  |
| 16 | Agree recommendations and assign follow-up actions and timescales |  |
| 17 | Share evaluation with participating organisations |  |

# Further online resources on testing emergency plans

* Emergency preparedness (GOV.UK)
* Response and recovery (GOV.UK) – outlines elements of emergency response that need to be tested through exercise
* London Prepared website
* Central Government Emergency Response Training dates – designed for all emergency responders across government who work with COBR during national emergencies