

Functional and Full-Scale Exercises

Course Sponsor:

Justice Institute of B.C. - Emergency Management Training

Target Audience:

Individuals responsible for designing, developing, conducting, facilitating and/or evaluating functional or full-scale exercises.

Course Description:

Duration: 2 Days

The purpose of this course is to enable participants to develop, conduct, evaluate and follow-up functional and/or full-scale exercises.

Course Objectives:

On completion of this course, participants will be able to:

- Participate on an exercise planning team and chair the team developing the exercise for a community or organization
- Conduct and evaluate functional or full-scale exercises
- Staff and train controllers, simulators, evaluators and safety officers
- Arrange appropriate safety, logistics, and administrative support
- Prepare evaluation reports
- Participate in the follow-up

Topics include:

- Role and benefits of functional or full-scale exercises
- Choosing the exercise planning team
- Planning, evaluating and conducting the exercise
- Writing the narrative, purpose and scope statements
- Defining objectives and expected actions
- Developing the detailed and major events
- Writing and designing messages
- Preparing the master sequence-of-events list

- Administration and logistics for a functional or full-scale exercises
- Control and simulation principles and procedures
- Staffing and training
- Safety
- Exercise follow-up
- Practical exercise

Prerequisite:

- Introduction to Emergency Management in BC
- Exercise Design
- Emergency Operations Centre, Level 1
- Emergency Operations Centre, Level 2: Operational Guidelines
- Incident Command System Orientation I-100

Type of Instruction:

Lecture, video, group work, practical assignments and functional EOC exercises

Class Size:

26 Maximum

Course Location:

Courses can be delivered at various locations as agreed upon. The vast majority of Emergency Management Division courses are conducted away from the Justice Institute's campuses at locations convenient to clients and students.

Point of Contact:

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Additional Comments:

Municipalities and agencies should send 2-3 members of their exercise teams. Participants will prepare the basic materials for a functional or full-scale exercise to be conducted in their own community or organization.