**Exercise Planning Outline**

**Exercise Name:** [Insert the formal name you will use to refer to the exercise]

**Exercise Date:** [Insert the date of the exercise}

**Exercise Time:** [planned start and end times]

**Planned for:** [ Approximate exercise duration]

**Scope - This exercise is:**

* [discussion-based tabletop exercise],
* Functional exercise or Drill
* Full-Scale Exercise

**It will be conducted:** [in-person or virtually]

**At:** [location or video conferencing platform being used].

**Exercise play is limited to:** [exercise parameters].

**Mission Area(s):** [Insert which of the five mission areas of emergency management the exercise is targeted at improving: Prevention, Protection, Mitigation, Response, and/or Recovery]

**Core Capabilities:** [List the core capabilities that should be tested with the exercise]

**Objectives:** The exercise objectives focus on [insert description]

**and are as follows**:

1. [List exercise objective]

2. [List exercise objective]

3. [List exercise objective]

4. [List exercise objective]

**Threat or Hazard:** [List the specific threat or hazard associated with the exercise scenario, such as a wildfire, winter storm, or act of violence]

**Scenario:** [Insert a description of the exercise scenario, as well as potential impacts of the scenario]

**Participants:** [List all participants involved and each participant’s role in the exercise]