

# 2019 FSE Roles

## Exercise Lead

The Exercise Lead manages your facility/organization's participation in the SWMHE throughout all phases of the exercise – planning, execution (i.e. day of the exercise), and after-action.

Prior to the exercise, the Exercise Lead will:

- build the Site Handbook and read the Exercise Plan, in full
- ensure all requirements of participation are submitted to the SWMHE Design Team
- ensure the Controller and Evaluator attend the Controller Evaluator Training on October 10<sup>th</sup> and are aware of their roles and responsibilities for participation in this exercise

On the day of the exercise, the Exercise Lead will:

- oversee all exercise functions during exercise play
- conduct a site briefing (with all participants) just prior to the “Start Ex”
  - if no Support Staff is available, assume the task of registration (check-in/sign-in)
  - ensure personnel speaking at the briefing are prepared
- oversee and remain in contact with the Controller and Evaluator
  - oversee setup and cleanup of the exercise as well as positioning of Controller and Evaluator
  - aid the Controller as they conduct the Hot Wash
    - record notes during the Hot Wash
  - *if utilizing Player Feedback Forms*, aid the Evaluator in collecting forms from players
  - debrief with the Controller and Evaluator to ensure the EEG is ready for submission to [SWMHE@ventura.org](mailto:SWMHE@ventura.org)
  - collaborate with Controller and Evaluator to identify internal findings for the site-based portion of the After-Action Report/Improvement Plan
- ensure that at least one representative from the organization attends the November 19<sup>th</sup> After-Action Meeting

