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Establishment of a Simulation Exercise and the Pre-Training Engagement

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Training Workshop on Emergency Management and Disaster Response

How to Conduct Simulation Exercise (Sim-Ex)

10-12 December 2025, Manila, Philippines



Establishment of a Simulation Exercise (Sim-Ex) Management Team

Purpose of the Sim-Ex Management Team



Oversight

Provide clear oversight and direction for planning and implementing the exercise.



Alignment

Ensure that objectives and expected outcomes align with national and institutional preparedness frameworks.



Coordination

Coordinate resources, approval processes, and inter-agency collaboration.

Structure of the Management Team



Exercise Coordinator

Leads and oversees all stages of the exercise cycle



Planning Unit

Defines objectives, scope, scenario, and exercise documentation.



Control & Facilitation

Manages operational conduct, injects, and flow of information.



Evaluation Unit

Monitors performance against objectives and identifies lessons.



Logistics & Admin

Supports venue, communication, safety, and materials.



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Roles and Expected Functions



Plan

Develop a clear and achievable exercise plan, including timelines and responsibilities.



Engage

Engage participating agencies to ensure shared understanding of procedures.



Safety

Maintain safety and risk management measures throughout the exercise.



Brief

Provide structured briefings to participants, observers, and evaluators.



Document



Pre-Training and Engagement with Personnel and Stakeholders



Purpose of the Pre-Training Engagement



Understanding

Ensure personnel understand roles, procedures, and expectations before the exercise.



Readiness

Strengthen operational readiness and reduce confusion during implementation.



Coordination

Promote effective coordination between participating agencies and stakeholders.

Key Pre-Exercise Activities



Briefing Materials

Provide participant instructions, manuals, or orientation notes.



Refresher Sessions

Conduct sessions on emergency procedures and communication protocols.



Scenario Orientation

Ensure participants understand the context and expected actions.



Technical Briefings

Deliver short tabletop briefings to familiarise staff with processes.



Clarification

Clarify distinction between simulated injects and real-world events.

Stakeholder Engagement Measures

01 Identify Stakeholders

Identify relevant internal and external stakeholders for consultation and participation.

02 Hold Coordination Meetings

Hold coordination meetings to ensure aligned expectations and communication pathways.

03 Share Exercise Policies

Share exercise policies with observers, including scope, boundaries, and roles.

04 Confirm Availability

Confirm availability of critical personnel and technical representatives.

Communication Arrangements



Codes

Explain communication codes, including STOP words and real-event indicators.



Marking

Ensure all exercise documents are clearly marked as exercise materials.



Public

Coordinate with communication units to avoid public misunderstanding.



Channels

Establish a dedicated channel for communication between facilitation and evaluation teams.

Summary

- **Governance:** A structured management team is essential for clear governance and effective exercise delivery.
- **Preparedness:** Pre-training is a critical component of preparedness and contributes directly to exercise success.
- **Collaboration:** Stakeholder engagement enhances realism and reinforces multi-agency collaboration.
- **Capacity:** Start from controlled environments for testing preparedness and decision-making capacity.
- **Coordination:** Promote the coordination across agencies and structured national preparedness programmes.

Recommendations



Scale Up

Begin with smaller-scale exercises and gradually progress to more complex formats.



Timeline

Develop a clear planning timeline with identified responsibilities and milestones.



Endorsement

Secure senior-level endorsement to ensure resources and institutional support.



Integration

Integrate lessons identified into procedural updates and future training cycles.

Thank you

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