

Venue, IT, Equipment and Budget/Resource Needs for Animal Health Simulation Exercise

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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



Venue Requirements



Training hall or conference room large enough for 20–60 participants



Breakout rooms for scenario cells (Operations, Planning, Logistics, Communication)



Dedicated Exercise Control (ExCon) Room



Observation area for guests and partners



Good ventilation, flexible seating, soundproofing, and accessibility



Catering area, registration desk, storage space, and parking



Field Venue Requirements (Optional)



Approved Facility

Approved farm or animal facility for demonstration



Permissions

Permissions from veterinary authority and farm operator



Biosecurity Measures

Entry/exit protocols, footbaths, disinfectants



Field Logistics

Tents, PA system, water/electricity, first aid, transport



IT & Digital Requirements



Infrastructure

Stable high-speed internet, power outlets, and IT support.



Hardware

Laptops, projectors, printers, scanners, photocopiers.



Software

PowerPoint, PDF readers, Teams/Zoom/Line/Email.



AV System

Microphones, speakers, radios, cameras.



Digital Systems

Digital inject systems if used.



Materials & Supplies



Printed Materials

Exercise handbooks, inject sheets, maps, SOPs



Props for Realism

Mock lab results, media releases, photos



Stationery & Tools

Flip charts, whiteboards, markers, sticky notes, nameplates



PPE & Safety

If field work: Gloves, masks, boots



Staffing & Human Resources

Leadership Core

- Exercise Director
- Coordinator
- Technical Leads

Operational Cells

- Scenario Cell
- Communication Cell
- Evaluators

Specialist Officers

- Logistics Officer
- IT Officer
- Safety Officer

Support Team

- Registration Team
- Room Coordinators
- Transport Staff

Budget & Resource Considerations



Venue & Facilities

Venue rental, AV equipment, cleaning, security



IT & Equipment

IT equipment rental, printing, communication devices



Materials

Exercise materials, PPE, props, audiovisual equipment



Logistics

Logistic transport, meals for participants and staff



Personnel

Honoraria for trainers and technical experts



Contingency

Reserve fund of **5–10%** for unforeseen costs



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Planning Timeline

8–12 weeks	○	Confirm venue, scenario development, resource gaps
4–6 weeks	○	Prepare materials, confirm IT, venue walkthrough
1–2 weeks	○	Print documents, test AV, controller orientation
Exercise day	○	Registration, technical checks, briefing, execution, debrief
Post-exercise	○	Evaluation and final report

Summary

In summary, an Animal Health Simulation Exercise requires careful planning across venue arrangements, IT systems, equipment, human resources, and budgeting.

Ensuring these components are in place helps us create a realistic and productive exercise that strengthens our readiness and coordination for future animal health emergencies.

Thank You

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