

Simulation Exercises: Documentation Essentials: Templates for injects, role cards, evaluation forms

Documentation essentials for effective simulation exercise planning



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Introduction & Key Components

Understanding Simulation Exercise Components

Simulation Exercises (SimEx): Structured activities used to practice, evaluate, or improve performance in emergency management, public health, or cybersecurity.

Key Materials:

- **Injects:** Scripted events that drive the scenario.
- **Role Cards:** Instructions and background for participants.
- **Evaluation Forms:** Tools for capturing observations and lessons learned.

Master Sequence of Events List — schedule of exercise inputs/injects and their timing to control scenario flow

Joining instructions — participant manual that briefs players, clarifies objectives, and specifies expected actions



Key Exercise Documents:

Clarify timing, inputs, roles, objectives, and participant actions for smooth execution

Free Resources & Downloadable Templates

Where to Find Free Templates

CISA Tabletop Exercise Packages (CTEP): CISA website (Cybersecurity, natural disasters, etc.)

WHO Simulation Exercise Manual: Public health focused guidance and specific templates.

- Inject Matrix Template
- Evaluation Forms Examples

Australian Disaster Resilience Knowledge Hub: Handbooks and companion document templates.

- Downloadable Word Templates

EMSI Template Guide: Guide to MSEL and control staff instructions.

- Downloadable Guide (Word Doc)

Injects Template Structure

Template: Master Scenario Events List (MSEL) / Injects

Field	Description	Example Content
Msg #	Unique Identifier	005
Planned Time	Scheduled delivery time	10:15 AM
From Who/Means	Source of info (email, call, news)	Dispatch Phone Call
To Whom	Intended Recipient	Operations Chief
Message/Content	The scenario input/challenge	"The evacuation shelter is at 150% capacity."
Expected Action	Links to exercise objectives	Initiate secondary shelter plan
Controller Notes	Internal management notes	Confirm receipt via phone log

Participant Role Cards

Purpose: Provide clear instructions and constraints to ensure realistic play.

- **Key Sections:**

- **Role Title:** (e.g., Public Information Officer)
- **Organization:** (e.g., County Health Department)
- **Key Responsibilities:** Main tasks for the exercise duration.
- **Initial Situation:** Information they possess at T-minus zero.
- **Communication Channels:** Methods available for use (e.g., "Email only," "Use radio Ch 2").
- **Confidential Information:** Background details known only to this player/role.

Evaluation Forms Structure

Template: Evaluation & Feedback Forms

- **Observer/Evaluator Forms (During Exercise):**
 - Observer Details & Area of Observation
 - Time/Location
 - Observation/Issue Log (Detailed actions)
 - Alignment with Objectives (Which goal was addressed?)
 - Strengths/Areas for Improvement (Initial assessment)
- **Participant Feedback Forms (Post-Exercise):**
 - Exercise Logistics (Organization, venue)
 - Scenario Realism
 - Met Objectives? (Did you achieve what you set out to?)
 - Lessons Identified & Recommendations

Exercise Plan: Documentation & Tools

Templates, PM tools, and documentation scale to
match exercise size



Templates for plan structure; add details as planning evolves



Project management tools — Gantt charts and flow charts to support planning



Documentation scale varies by exercise size; tailor depth accordingly



Add additional documents/sub-plans as needed to complement the main plan

Budget, Communication Plan & Templates

Estimate costs, align stakeholders, use WHO standardized templates

01

Budget: Estimate financial needs for the exercise

02

Communication plan: Strategies for stakeholder engagement and information sharing

03

Templates available: WHO Simulation Exercise Toolbox provides standardized resources



Thank you

Training Workshop on Emergency Management and Disaster Response

How to Conduct Simulation Exercise (Sim-Ex)

10 -12 December 2025, Manila, Philippines