**2017 Central/West Central Functional Exercise**

**Controller Briefing/Debriefing Guide**

**Briefing (15 – 30 minutes)**

Welcome

Describe the Controller/Facilitator Role

Describe the Participant Role

Identify which staff will fulfill the Command Center roles

Describe what a functional exercise is

Review methods of communication (email, runner, phone, radio, message form, face to face, etc)

Identify one person to monitor emails and coalition website

Identify one person to log into and monitor MNTrac

Explain that breaks are not scheduled, however can be taken at any time someone needs

Share other pertinent information

All communications should start and end with “this is an exercise”

Identify a word/statement that would stop exercise plan…..safety, safety, safety

Questions/Answers

**De-Briefing (30 minutes)**

What went well?

What are some areas for improvement?

Other recommendations and feedback