**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