**Exercise Controller Briefing/Debriefing Guide**

**Briefing (15 minutes)**

Welcome

Review the participant handout (exercise purpose, objectives, etc)

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, message form, face to face, etc)

When communicating with external partners, state “this is a drill”

Identify one person to monitor emails

Identify one person to log into and monitor MNTrac

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

Describe the artificiality of the day/time. A simulation cell (sim cell) will be used to facilitate exercise play.

Share other pertinent information from the Exercise Controller training

Questions/Answers

**De-Briefing (15 minutes)**

Have each participant complete the evaluation form.

Have a general discussion about what went well and some areas for improvement?

Other recommendations and feedback

Complete the electronic evaluation provided by the region