**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