

Annex 3
Summary Guide for Development and Conduct of Simulation Exercise to Test Pandemic Preparedness Plans⁷

In conducting a simulation exercise, it is important to select the type of exercise that is appropriate in a particular situation, and the type of exercise will depend on what is being tested and what resources are available. There are four basic types of simulation exercise, and these can be categorized as either discussion-based or operations-based exercises:

- Discussion-based exercises develop, refine or familiarize participants with current plans, policies, agreements and procedures. Tabletop exercises are the most common form of discussion-based exercises.
- Operations-based exercises are used to validate the functionality of plans, policies, agreements, procedures and systems; clarify roles and responsibilities; and identify resource gaps in operational environments. They include drills, functional exercises, and full-scale or field exercises.

Where necessary, hybrid exercises that integrate elements of different exercise type can also be developed, for example, a full-scale or field exercise can be developed that also incorporates elements from a functional exercise, or includes a series of drills.

The following details of the four types of simulation exercise can serve as a guide in selecting the type of exercise that will be used to test and assess the ASEAN Strategic Framework for PHE:

Exercise Type	Description	Uses
Table top <i>Discussion-based</i>	A tabletop exercise is a facilitated discussion of an emergency situation, generally in an informal, low-stress environment. It is designed to elicit constructive discussion between participants in order to identify and resolve problems and refine existing plans.	<ul style="list-style-type: none"> ● Develop or review preparedness plans. ● Familiarize participants with their roles and responsibilities. ● Identify and solve problems through facilitated and open discussion.
Drill <i>Operations-based</i>	A drill is an exercise that is normally focused on testing or practising a specific function or process in a preparedness plan. Drills will be as realistic as possible, making use of actual facilities and equipment	<ul style="list-style-type: none"> ● Train staff in new procedures, or in the use of tools or equipment.

⁷ Taken from “A practical guide for developing and conducting simulation exercises to test and validate pandemic influenza preparedness plans. Geneva: World Health Organization; 2018. Licence: CC BY-NC-SA 3.0 IGO, and the WHO Simulation Exercise Manual. Geneva: World Health Organization; 2017. Licence: CC BY-NCSA 3.0 IGO

	necessary for the function being tested.	<ul style="list-style-type: none"> • Exercise or maintain current skills. • Test a specific operation (e.g. an emergency communication tree). • Develop new policies or procedures.
<p>Functional</p> <p><i>Operations-based</i></p>	<p>A functional exercise is a fully interactive exercise that tests the capability of an organization to respond to a simulated event in a time-pressured environment. Functional exercises focus on the coordination, integration and interaction of an organization’s policies, procedures, roles and responsibilities before, during, or after the simulated event.</p>	<ul style="list-style-type: none"> • Test the operational systems, procedures and plans that are currently in place. • Identify strengths, gaps and opportunities for improvement. • Enhance the capacity of the operational system to respond to an emergency.
<p>Full-scale or Field</p> <p><i>Operations-based</i></p>	<p>A full-scale exercise is designed to test the operational capability of emergency management systems in the most realistic manner possible. The exercise simulates actual response conditions in a highly stressful environment, and includes the mobilization and movement of emergency personnel, equipment and resources. Full-scale exercises typically involve multiple agencies and participants physically deployed in a field location. Ideally, the full-scale exercise will test and evaluate most functions of the emergency management plan or operational plan.</p> <p>A field exercise is a form of full-scale exercise that focuses on a specific capacity or function. It is less complex than a full-scale exercise,</p>	<ul style="list-style-type: none"> • Test the operational emergency response capacity of teams and organizations. • Test the functions of the emergency management plan or operational plan. • Practise coordination, communication and collaboration between multiple entities and stakeholders. • Identify strengths, gaps and opportunities for improvement.

FINAL

	but is developed and implemented in a similar fashion.	<ul style="list-style-type: none">• Enhance the capacity of the emergency management system to respond to an emergency.
--	--	---

Lessons from these drills and exercises **will** serve as inputs for updating the necessary health emergency plans, including the EOPPR plan, and others.