



[Enter agency name]

[Enter exercise name]

Concept & Objectives/Initial Planning Meeting (C&O/IPM) Agenda

[Select date and time]

1 Welcome and Introductions

2 Exercise Purpose and Scope

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- Develop the exercise purpose and scope.
 - Confirm draft exercise purpose – *Its purpose is to continue to develop the understanding of the EOC and partner capabilities and responsibilities to a homeland security type of attack in the State of Hawaii.*
 - Confirm draft exercise scope - *Through a facilitated discussion, players drive the action of the exercise, allowing departments, agencies, and jurisdictions to closer inspect their plans, policies, and procedures.*

3 Exercise Objectives

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- Review and finalize exercise objectives.
 - Determine gaps in current preparedness, response, and recovery capabilities in response to a homeland security type of attack.
 - Identify how plans, policies, and practices may need to be adapted to support scalable and flexible operations.
 - Develop an action plan that defines the next steps required to adapt preparedness, response, and recovery plans.
 - [ADDITIONAL OBJECTIVE 1]
 - [ADDITIONAL OBJECTIVE 2]
 - [ADDITIONAL OBJECTIVE 3]

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4 Core Capabilities

- Confirm core capabilities addressed based on the objectives chosen.

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5 Participation



- Identify specifics regarding participants of the exercise, including:
 - Players
 - Number
 - Experience level
 - Backgrounds
 - Exercise Facilitator(s)
 - Number
 - Expertise
 - Additional criteria
 - Exercise Evaluators
 - Number
 - Expertise
 - Observers/VIPs (i.e., those who will benefit from watching without needing to participate, such as leadership wanting to see how staff handles situations, interns looking to develop skill sets and knowledge, and partners from outside programs)
 - Others (e.g., guest speakers)

Exercise Structure

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- Confirm method of exercise structure/design, including breakout groups, activities, and presentations.
- Discuss potential exercise agenda, including timing of modules, presentations, and breaks.

Exercise Logistics

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- Discuss exercise location (including virtual platforms).
- Identify length of exercise.
- Identify date and time of exercise.
- Discuss how invitations will be distributed (e.g., Eventbrite, email).

Other

8

- Identify time and days for Midterm Planning Meeting (MPM) and Final Planning Meeting (FPM).
- Discuss any changes or additions needed for the planning team.
- Any other topics to be discussed.

Next Steps

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- Any follow-up items discussed, including responsible person/agency and timeline.
- Additional actions needed before the next meeting:
 - Develop draft Situation Manual (SitMan)
 - Develop updates to the draft scenario
 - Use objectives and tasks discussed to finalize Exercise Evaluation Guide (EEG)
- Book MPM and FPM.

