

Functional Exercise (FE) Checklist

NO.	ACTIONS	COMPLETED
BEFORE THE EXERCISE		
	Assemble an Exercise Planning Team. Functional exercises often need larger teams, especially with bigger and/or more complex scenarios. An Exercise Coordinator will guide the planning, but input from personnel in the areas being tested or impacted provides helpful expertise. Ensure the Planning Team includes representation from your whole community.	
	Determine the purpose, objective(s) and scope, date and time of the exercise, and where and how you will incorporate ShakeAlert EEW.	
	Carefully design your scenario to be as realistic as possible, while ensuring it aligns with what is to be tested. This should be defined in your purpose and objective(s). Consider the best times to incorporate the EEW alert and how that will affect the scenario.	
	Determine who will participate in the exercise and what roles they will play. Players (actors) are those who are being affected by the procedure or system; they are typically volunteers playing a role, such as a victim of falling debris or someone who has evacuated from a building, etc. If members of the general public are involved in the exercise, their role will be limited to a member of the general public.	
	Training may be required for participants and players in FEs. Plan this in advance, so everyone who needs training can attend.	
	Notify participants of the FE and provide multilingual DROP-COVER-HOLD ON and modified protective action infographics.	
	Invite your ShakeAlert EEW Technical Partner to assist with testing, troubleshooting, and procedures to activate a ShakeAlert-powered alert.	
	Register your FE at www.ShakeOut.org if you are participating in ShakeOut, and your state/local management agencies, where appropriate.	
	Download ShakeAlert EEW drill audio and any recordings of realistic earthquake sound effects to play during the earthquake component of the FE. (See Appendix B for these resources.)	
	Establish contingency plans for unexpected events that could halt or change your exercise.	

NO.	ACTIONS	COMPLETED
JUST BEFORE THE EXERCISE STARTS		
	Remind all participants that this is a no-fault situation and that they are present to test a procedure or system, not themselves.	
	Also remind participants that safety is paramount and that there is an established “safe word” to halt the exercise and attend to the safety issue.	
DURING THE EXERCISE		
	Initiate the EEW alert according to the exercise scenario and add audio/video described in the scenario. (See Appendix B for these resources.)	
	After one minute, announce that the shaking has stopped, and that participants should resume the exercise.	
	Invite your ShakeAlert EEW Technical Partner to assist with any technical issues that arise during the exercise.	
	Ensure that water and snacks are available for all participants at all times.	
AFTER THE EXERCISE		
	Thank and feed all participants.	
	Solicit feedback from all participants at the hotwash. The information gathered during a hotwash contributes to the AAR/IP, and any exercise suggestions can improve future exercises.	
	Use feedback to analyze the exercise and to assess if your purpose and objective(s) were achieved.	
	Create an After-Action Report and Improvement Plan (AAR/IP) that details what was successful in the exercise and should be sustained, as well as what needs to be improved or corrected. Submit the AAR/IP to the organization’s leadership for corrective action or to record successful elements.	
	Update the organization’s plans and procedures to reflect what was learned in the FE.	
	Work with your ShakeAlert EEW Technical Partner to address any technical issues that occurred during the exercise.	
	Schedule the next FE that incorporates a ShakeAlert EEW as soon as possible.	
	Share photos and stories on Twitter (be sure to tag @USGS_ShakeAlert), with your state and local emergency management agency, and at www.ShakeOut.org	