













## Facilitator Checklist:

Facilitating a crisis exercise requires a balance of preparation and adaptability. By keeping participants engaged, focused, and comfortable in their roles, the facilitator can ensure the simulation is educational and effective.

### Preparation:

-  **Define Clear Objectives:**  
Whether it's testing a new plan or process, improving communication, or crisis preparedness, set clear objectives for the exercise.
-  **Develop Realistic Scenarios:** Use real-world events, tailored to your industry and landscape, to build relevant scenarios.
-  **Prepare Logistics:**  
From technical setups to briefing documents, ensure all logistical aspects – including technology like video conferencing tools or software – are planned in advance.
-  **Enforce Roles and Responsibilities:**  
Define the roles of participants, observers, and facilitators, ensuring expectations are clearly delineated.
-  **Complete a Practice Run:**  
Practice facilitating the scenario before your actual session, enabling you to make any adjustments and to facilitate the exercise confidently.
-  **Plan the Debrief:**  
A post exercise debrief session is an essential conclusion to any exercise, and should be arranged before the exercise begins. Consult the Immersive Labs Debrief Guide to help you plan this.

### During the exercise:

-  **Establish Ground Rules:**  
Set clear expectations about participation, communication, and decision-making processes, which will ensure all participants can contribute effectively.
-  **Maintain Real-Time Flexibility:**  
A skilled facilitator must be ready to adapt based on participants' decisions and the evolving situation, keeping the exercise dynamic and challenging.
-  **Encourage Team Collaboration:**  
If a team is stuck or hesitant, facilitators can ask probing questions to stimulate discussion or present teams with new information to prompt action.
-  **Manage Time Effectively:**  
Facilitators must ensure that the simulation remains on track and should challenge participants to make decisions in a timely manner, mirroring the pressures of a real-world event.
-  **Create Safe Space for Errors:**  
Participants should feel comfortable taking risks and potentially making mistakes, as these moments can lead to valuable learning outcomes.
-  **Document Everything:**  
Designate an individual or team responsible for documenting decisions and decision rationale. This documentation will be invaluable when debriefing, as well as for proof of exercise.

