The Exercise Lead manages your facility/organization’s participation in the SWMHE throughout all phases of the exercise – planning, execution (i.e. day of the exercise), and after-action.

Prior to the exercise, the Exercise Lead will:
- build the Site Handbook and read the Exercise Plan, in full
- ensure all requirements of participation are submitted to the SWMHE Design Team
- ensure the Controller and Evaluator attend the Controller Evaluator Training on October 10th and are aware of their roles and responsibilities for participation in this exercise

On the day of the exercise, the Exercise Lead will:
- oversee all exercise functions during exercise play
- conduct a site briefing (with all participants) just prior to the “Start Ex”
  - if no Support Staff is available, assume the task of registration (check-in/sign-in)
  - ensure personnel speaking at the briefing are prepared
- oversee and remain in contact with the Controller and Evaluator
  - oversee setup and cleanup of the exercise as well as positioning of Controller and Evaluator
  - aid the Controller as they conduct the Hot Wash
    - record notes during the Hot Wash
  - if utilizing Player Feedback Forms, aid the Evaluator in collecting forms from players
  - debrief with the Controller and Evaluator to ensure the EEG is ready for submission to SWMHE@ventura.org
  - collaborate with Controller and Evaluator to identify internal findings for the site-based portion of the After-Action Report/Improvement Plan
- ensure that at least one representative from the organization attends the November 19th After-Action Meeting