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From: Commander, Seventh Coast Guard District  
To: Distribution

Subj: MARINE SAFETY PROGRAM EXERCISE DESIGN BEST PRACTICES

1. Every year, each Marine Safety Office Planning Department and the District Marine Response Branch develops or participates in the design of exercises in support of the Preparedness for Response Exercise Program (PREP), marine counter-terrorism, marine fire fighting, heavy weather, response equipment deployment, and other initiatives and programs. Marine safety personnel spend many hours developing and polishing an exercise design given exercise objectives provided by the event participants. During a recent Chief of Port Operations/Planners Conference it was agreed, that as part of our District Marine Safety Best Practice Program, we should share exercise design models with each other to economize time, effort, and share the overall creativity of various design teams.
2. Seventh District Marine Safety Offices are encouraged to submit various exercise design models as part of the marine safety program's best practice process. Models may be submitted to the Seventh District Marine Safety Division's Marine Response Branch. The Marine Response Branch will disseminate the exercise design models to the Marine Safety Offices and other requesting units within the District.
3. The size and complexity of an exercise that would result in submitting a best practice model is strictly left to the command's discretion. However, it would be helpful to many planning departments to have a reference library that would include different design models of varying uses and complexities. For example, we encourage the submittal of focused equipment deployments/MOBEXs or unannounced PREP exercises of short duration as well as one/two day PREP, fire fighting, marine counter-terrorism, or vessel mass evacuation/casualty exercises.
4. To compliment the intent of the exercise design model initiative, we also encourage the submittal of after-action reports or other lesson learned efforts. Lessons learned are extremely important as we seek to improve our response processes as well as our design of future exercise objectives.

WILLIAM H. FELS  
By direction

Dist: All CGD SEVEN MSOs