



# MANIFESTS Exercise Tool User guide



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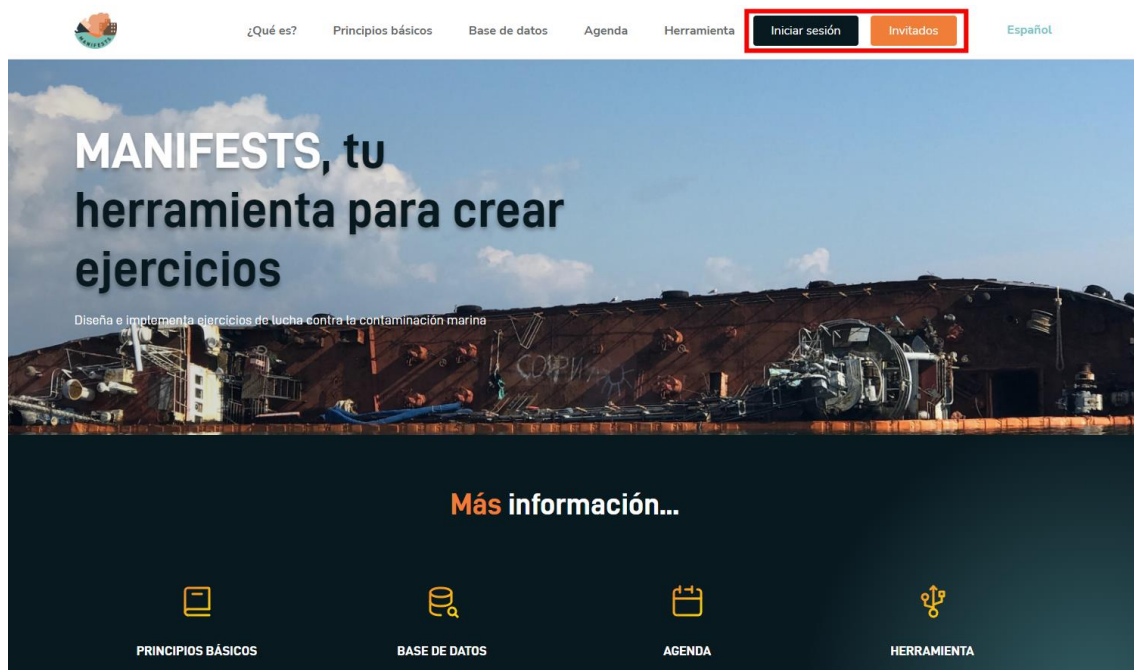
Instituto de Investigación Tecnológica del Medio Ambiente



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# 1. Access



To access the exercise tool and the agenda, it is necessary to register on the portal either as a guest user (without the need to complete a registration form) or as a registered user.

There are two possible ways to use the tool:

- Use of the online web tool hosted on the CETMAR server: users can access the tool and store their files directly on the CETMAR server.
- Local installation on the organisation's server: organisations can deploy the tool on their own server infrastructure and store data locally.

If you are interested in installing the tool on your local server, please contact us at: [manifeststool@cetmar.org](mailto:manifeststool@cetmar.org)

The tool available online is open-access and free, and it can be used either without registration as a guest user, or by creating a user profile to store information related to your exercises. The characteristics of each type of user are explained in the following section.

## 1.1. Guest users

Guest users may use the functionalities of the exercise and agenda tools without the need to register. To do so, they must enter their email address, and the system will generate temporary access that will be deleted within the following 24 hours.

### GUEST ACCESS

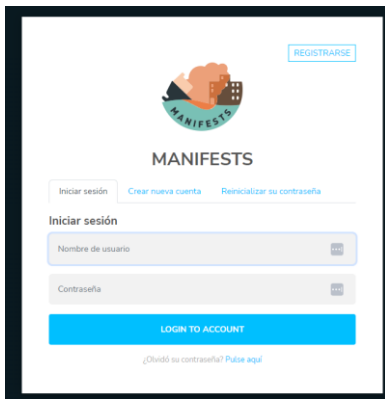
Correo electrónico \*

Please enter your email address for temporary access to the exercise programming agenda and formulation tool. A self-expiring account will be created that will allow full-access to these functionalities and will be automatically deleted at the end of the day.

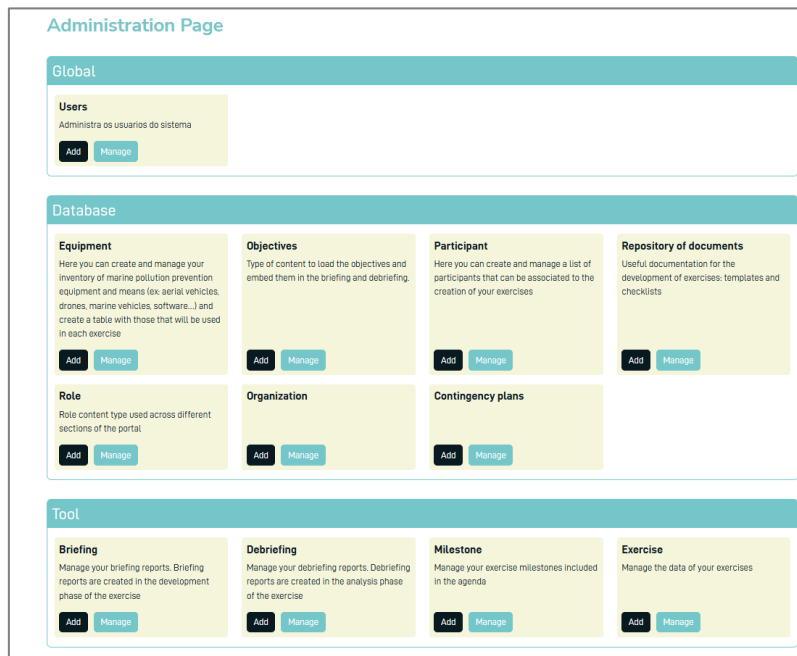
[Registro](#)

## 1.2. Registered users

Registered users may create an account that will allow them to access their list of exercises and edit their databases of participants, equipment, contingency plans, etc.



## 2. Administration panel



To access the administration panel, users must log in either as a guest user or as a registered user. Once logged in, they can access the administration panel from the top menu by clicking on “Manage”.

The administration panel is divided into three sections, described below: Databases, Tool, and Tool Lite.

### 2.1. Databases

This section allows users to manage their databases:

- **Equipment:** Allows the creation and management of a list of pollution response equipment and resources to be used in exercises.
- **Objectives:** Allows users to create or edit objectives to be used in the creation of new exercises.
- **Participants:** Users can create their own participant database, which can be associated with different exercises.
- **Document Repository:** This section includes the following documents:
  - Checklists for each phase and for each type of exercise supported by the tool
  - Inject templates
  - Participant evaluation templates
  - Facilitator evaluation templates
  - Briefing and debriefing report templates
- **Roles:** List of roles to be assigned to exercise participants. The database includes a predefined list of 10 role types that can be edited or adapted for each user.
- **Organisations:** List of organisations that can be edited and used to assign participating entities to each exercise.
- **Contingency Plans:** List of contingency plans involved in each exercise.

### 2.2. Tool

- **Briefing:** This section allows users to manage the briefing reports generated by each user. Briefing reports are generated during the preparation and design phases.
- **Debriefing:** This section allows users to manage the debriefing reports generated during exercises. Debriefing reports are generated during the exercise evaluation phase.
- **Milestone:** Users are able to manage the milestones of each exercise included in the agenda planning.
- **Exercise:** List of exercises created by the user using the exercise tool.

### 2.3. Tool Lite

Manages the exercises and documents created with the Tool Lite exercise tool.

- **Tool Lite:** List of exercises created by the user.
- **Tool Lite Evaluation:** List of evaluations of exercises created by the user.

### 3. Tools

#### 3.1. Agenda

The main screen displays a calendar showing the schedule of exercises and milestones.

##### Agenda

June 2023

<< Previous Next >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
				<b>Proba editor 2</b> Thu, 06/08/2023 - 16:14 Sat, 06/10/2023 - 16:14		
11	12	13	14	15	16	17
		<b>Proba editor</b> Tue, 06/13/2023 - 15:52 Wed, 06/14/2023 - 15:52				
18	19	20	21	22	23	24
				<b>Trial Exercise Tool</b> Exercise Brussels Thu, 06/22/2023 - 16:58 Wed, 05/24/2023 - 16:58		
25	26	27	28	29	30	1
				<b>Meeting</b> Exercise Brussels Thu, 06/29/2023 - 08:23 Fri, 06/30/2023 - 08:23		

Export to iCal

##### Milestones

New Exercise

New Milestone

Name	Description	Exercise	Start date	End date	Notes		
Meeting	Meeting Day 1	Exercise Brussels	29/06/2023	30/06/2023			
Trial Exercise Tool	Trial with AB	Exercise Brussels	22/06/2023	24/05/2023			
Proba editor	dafsdfa		13/06/2023	14/06/2023	adfsdfa		
Proba editor 2	kadsjfl		08/06/2023	10/06/2023	fasdfadfaf		

From this screen, users can create new exercises and milestones linked to each exercise. For each milestone, alerts can be scheduled and received by email.

To add a new exercise, click on “New Exercise” in the agenda, and the following form will open.



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## Create Exercise agenda

Title \*

Type of exercise \*

Periodicity

Next exercise

Notes

**B** *I* S  $x^2$   $x_2$   $I_x$  | | | | Format - |

Source

[About text formats](#)

Text format

Published

Save

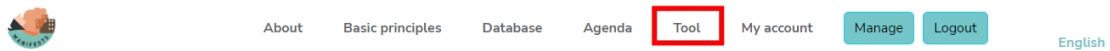
Different milestones can be created for each exercise (analysis phase, preparation phase, etc.).

By clicking on “New Milestone”, users can access the form to create it



- Start date
- End date
- Colour field: each milestone can be highlighted with a coloured top band. In this way, the milestones of a specific exercise can, for example, be marked with the same colour.
- Email sent field: when the scheduled date approaches, milestones send an alert email to the user who created the milestone. Once sent, the checkbox in this field is marked to indicate that the email has been sent. To resend the alert, uncheck this box.

### 3.2. Exercise Tool

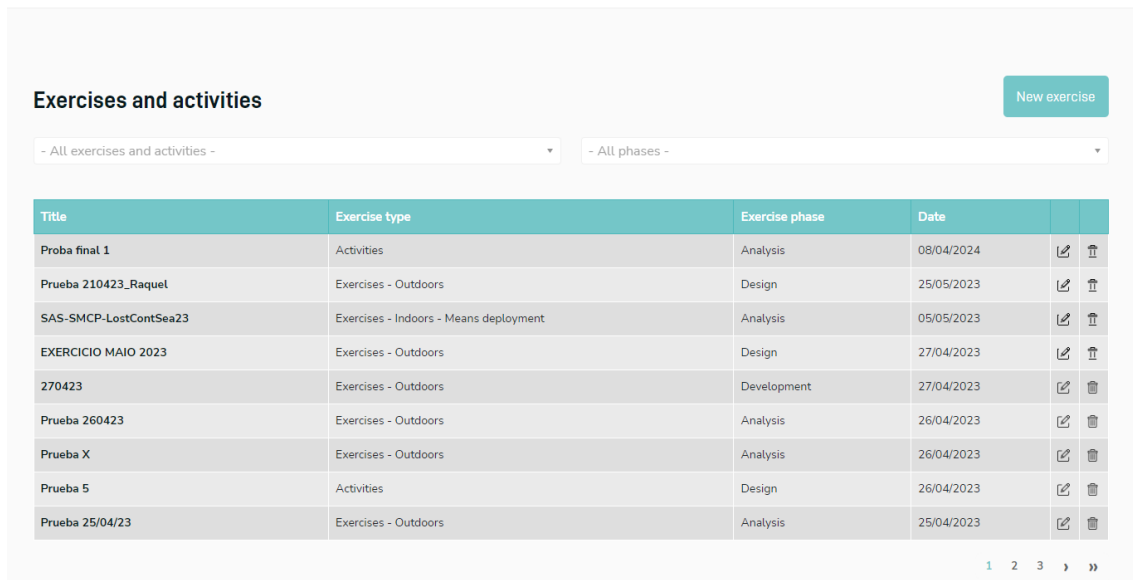


Access is provided through the main menu “Tool”.

#### 3.2.1. Home

This screen displays the button to create new exercises, along with a list of exercises and activities created by the user. From this table, you can access the exercise details by clicking on the title, as well as edit or delete any content.

#### Tool



**Exercises and activities** New exercise

- All exercises and activities -    - All phases -

Title	Exercise type	Exercise phase	Date		
Proba final 1	Activities	Analysis	08/04/2024		
Prueba 210423_Raquel	Exercises - Outdoors	Design	25/05/2023		
SAS-SMCP-LostContSea23	Exercises - Indoors - Means deployment	Analysis	05/05/2023		
EXERCICIO MAIO 2023	Exercises - Outdoors	Design	27/04/2023		
270423	Exercises - Outdoors	Development	27/04/2023		
Prueba 260423	Exercises - Outdoors	Analysis	26/04/2023		
Prueba X	Exercises - Outdoors	Analysis	26/04/2023		
Prueba 5	Activities	Design	26/04/2023		
Prueba 25/04/23	Exercises - Outdoors	Analysis	25/04/2023		

1 2 3 » »

### Proba final 1

Submitted by [admin](#) on Mon, 04/08/2024 - 11:13

Exercise type Activities		08/04/2024 - 11:13	12/04/2024 - 11:32
<b>Analysis</b> No uploaded files	<b>Design</b> No uploaded files	<b>Development</b> No uploaded files	
<b>Implementation</b> No uploaded files	<b>Evaluation</b> No uploaded files		

Below the table, this screen also provides access to the user's personal database of participants and equipment. Users can add or modify equipment and participants, which can subsequently be assigned to the exercises they create.

#### Participants database

New participant

Title	Position	Organisation		
Carlos Rodriguez	Editor	Xunta	✎	🗑
Luisa Pérez Rodriguez	Gestor	Organización	✎	🗑
Andrés Fernandez López	dd	dd	✎	🗑
María Pérez	Technician	Port of Vigo	✎	🗑
JCB	Director Jovellanos	SASEMAR	✎	🗑
Editor 2 participant	Position	Organisation 2	✎	🗑

#### Equipment database

New equipment

Title	Type	Owner	Date		
XVR	Software	SASEMAR	21/03/2023	✎	🗑
Camión pluma	Terrestrial vehicles	TRAGSA	16/03/2023	✎	🗑
Cortezas de pino	Other	TRAGSA	16/03/2023	✎	🗑
Absorbentes	Absorbents	TRAGSA	16/03/2023	✎	🗑
Equipos de protección individual (EPI)	EPIs	TRAGSA	16/03/2023	✎	🗑
DRON	Aerial vehicles	TRAGSATEC Asturias	16/03/2023	✎	🗑
portatil modelos	Software	Cetmar	13/03/2023	✎	🗑

### 3.2.2. Creation of new exercises

### Follow the steps below to create your activity

1. Select activity      2. Phase

**New seminar / workshop**      **New exercise**

New seminar / workshop: activities for the preparation of exercises.  
New exercise: interactive activity to test procedures, plans or train response personnel.

Previous      Next

The following steps must be completed to create a new activity (exercise or seminar):

- **Select Activity Type:** Determine whether to create a seminar/workshop or organize an exercise.
- **Location:** Specify whether the activity is an indoor exercise (e.g., a Table-top exercise conducted within a facility) or an outdoor exercise.
- **Means:** Indicate whether pollution response means (including models, simulations, and communications) will be deployed. For outdoor exercises, the deployment of means is assumed by default.
- **Phases:** All activities (seminars and exercises) consist of the following five phases:
  - **Analysis:** Defining objectives, target audiences, and required resources.
  - **Design:** Establishing a plan based on the defined objectives.
  - **Development:** Preparing the exercise and fulfilling preliminary requirements.
  - **Implementation:** Executing the exercise.
  - **Evaluation:** Assessing performance and documenting achievements.

The procedure for completing the forms for each phase is described below:

#### 3.2.3. Analysis Phase

## Crear Ejercicio

▼ Basic details \*

Nombre del ejercicio \*

Fecha inicial del ejercicio \*

01/04/2024 📅 16:14:47 🕒

Fecha final del ejercicio

dd/mm/aaaa 📅 --:--:-- 🕒

▼ Analysis

Análisis de documentos

📄 [Download Checklist for Indoor exercise with deployment of means](#)

▼ Uploaded analysis files

Añadir archivo nuevo

Elegir archivos Ninguno archivo selec.


Un número ilimitado de archivos pueden ser cargados en este campo.  
límite de 100 MB.  
Tipos permitidos: txt pdf docx doc.

[Guardar](#) [Back to top](#)

- **Basic Details Section:** This section is displayed across all phases and contains the identifying information entered during the Analysis phase. It includes the following fields:
  - **Exercise Title** (Required)
  - **Start Date** (Required)
  - **End Date**
- **Analysis Section:**
  - Displays the available downloadable documents associated with the exercise type (checklists and templates).
  - Allows for the uploading of necessary files to be associated with this specific exercise and phase.

▼ Analysis

Documents analysis

 [Download Checklist Seminars & Workshops analysis](#)

▼ Uploaded analysis files

Add a new file

Ninguno archivo selec.

Unlimited number of files can be uploaded to this field.  
2 MB limit.  
Allowed types: txt pdf docx doc.

Published

### 3.2.4. Design phase: pre-briefing form

In this phase, users can begin drafting the briefing document for their exercise. The forms corresponding to the pre-briefing include the following fields:

► Basic details \*

► Design

Pre Briefing

Please save the briefing section before save the exercise. After adding or editing, click to create briefing or update briefing.

Published

[Delete](#)

Pre Briefing

▼ Basic details \*

Exercise name \*

Exercise type

Organisation

Location

Date start

Date end

Participantes:

**Participants list**

Name	Position	Organisation
Andrés Fernandez López	dd	dd
Carlos Rodriguez	Editor	Xunta
Editor 2 participant	Position	Organisation 2
JCB	Director Jovellanos	SASEMAR
Luisa Pérez Rodriguez	Gestor	Organización

Participants

After adding a new or editing a participant, click to create or update participant.

To add a new participant it is necessary to complete the form below:

Participants

Name and surname \*

Position

Organisation

Logo

One file only.  
 2 MB limit.  
 Allowed types: png gif jpg jpeg.

Authored by

The username of the content author.

After adding a new or editing a participant, click to create or update participant.

**IMPORTANT:** It is essential to click “Save Participant” before continuing to edit the form; otherwise, the data will not be saved. Once saved, these participants are stored in the participant database and will be available for use in future exercises.

**Participants list**

Name	Position	Organisation
Andrés Fernandez López	dd	dd
Carlos Rodriguez	Editor	Xunta
Editor 2 participant	Position	Organisation 2
JCB	Director Jovellanos	SASEMAR
Luisa Pérez Rodriguez	Gestor	Organización

Participants

Title	Position	Organisation	Operations
Editor 2 participant	Position	Organisation 2	<a href="#">Edit</a> <a href="#">Remove</a>

Participant \*

[Add participant](#) [Cancel](#)

To add a participant already present in the database, click on “Add Existing Participant” and then select them from the participant list. The participant's data will be loaded into the form as shown in the image (e.g., Editor 2 Participant). After adding participants, you must click “Add Participant” to ensure the entry is saved to the content.

▼ Roles and responsibilities

Participant role

+	Participant-role	<a href="#">Remove</a>
	Role participant	Participant
	- None -	<input type="text"/>

[Add Participant-role](#)

▼ Objectives and scope

Objectives

[Add new objective](#) [Add existing objective](#)

Please save the objectives section before save the briefing. After adding or editing, click to create objective or update objective.

▼ Equipment and technologies (means deployed)

[Add existing equipment](#) [Add new equipment](#)

After adding a new or editing an equipment, click to create or update equipment.

- Roles can be assigned to each participant added to the exercise.

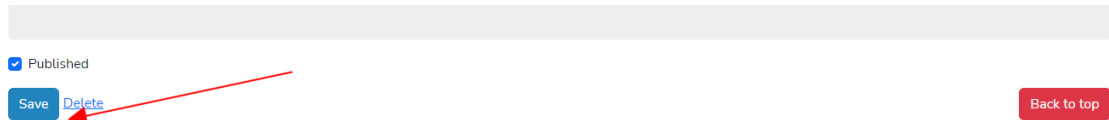
Objectives:

Add a series of objectives associated with the exercise. You may select objectives from a predefined list or create new ones, which will be saved for future use.

### Exercise Equipment:

Users can include equipment currently stored in their equipment database within the tool's administration panel. To add new equipment, simply type the first few characters of the item; the field will autocomplete with the equipment matching those characters.

**IMPORTANT: Upon completing each section, you must click “Save Exercise” before proceeding with the rest of the form. Otherwise, the information will not be stored.**



### 3.2.5. Development phase: briefing form

During this phase, users will be able to complete the remaining fields required to finalize the briefing report.

In the Development and Implementation phases, templates will be available for creating injects, as well as for exercise evaluations—both for participants and any external evaluators involved in the exercise.

This phase will display a briefing form that retains the data previously entered in the Pre-briefing section (Design phase) and incorporates the following additional fields:

- **Description of the scenario**

A screenshot of a form titled 'Scenario description' with a teal header. The form contains four text input fields. The first field is labeled 'Initial conditions'. The second field is labeled 'Data that support the incident' and has a small grey tooltip below it that says '(contamination threat of hazard, equipment involved.)'. The third field is labeled 'Data that are used to drive decision-making' and has a small grey tooltip below it that says '(notifications, complaints.)'. The fourth field is labeled 'Participants role'.

- **Storyboard:** Users can create the list of events that describe the sequence of the exercise including actions, time and decisions made. For each milestone, the date, time,

sender, receiver, location, and additional comments are displayed. In the resulting briefing report, this information will be presented in a tabular format.

The screenshot displays the 'Exercise storyboard' section of the tool. It includes a 'Time zone' dropdown menu with '(UTC, CET...)' as an option, and a 'Coordinate system' dropdown menu with 'WGS84, ED50, EPSG, etc...' as an option. Below these is the 'Exercise events' section, which contains a list of events. The first event is expanded, showing fields for 'Day/Time Start' (with a date and time input field) and 'Date/Time End' (with a date input field). A 'Remove' button is located to the right of the event. Below the event list are several text input fields for 'Action', 'Emisor (if needed)', 'Receptor (if needed)', 'Location', and 'Observations'. An 'Add Exercise event' button is positioned at the bottom of the form.

- Other information

▼ Other information

Guidelines

(ground rules, specific instructions to ensure participants engagement)

Key issues

+
Remove

Key issues

Exercise assumptions

(logistical limitations, e.g. weather, tides)

Notification and activation process

Mobilization and logistics

Coordination

Communications

Finance and administration

Finalization, recovery

Add Key issues

Planning for debriefing / evaluating/ conclusions

Evaluator

Attached documents

Seleccionar archivo
Ninguno archivo selec.

(Maps, etc.)  
One file only.  
2 MB limit.  
Allowed types: txt pdf docx doc.

Create briefing
Cancel

**IMPORTANT: Upon completing each section and saving the entries, you must click “Save Exercise” before proceeding with the rest of the form. Failure to do so will result in the information not being stored.**

The generated briefing form can be accessed from the tool's Home interface or exported as a CSV file. Users may view, edit, or delete their briefing and debriefing forms via the tool's Administration Panel.

### 3.2.6. Evaluation phase: debriefing form

The tool will display the information previously entered in earlier phases regarding the exercise basic details.

During this stage, the system will present a form to complete the fields required for the generation of the debriefing report.



The screenshot shows a web form titled "Debriefing". Under the "Basic details" section, there are four main input areas:

- Exercise name \***: A text input field containing "Proba final 1".
- Exercise type**: A dropdown menu with "Activities" selected.
- Report Author**: A text input field with the placeholder "(Name and Organisation)".
- Executive Summary**: A larger text input field with the placeholder "(A brief summary of exercise, the key recommendations and salient issues should be included.)".

The debriefing form provides the option to complete a 'Hot Wash' section. This term refers to the meeting held with participants immediately following the exercise to gather instantaneous feedback regarding its execution.

This information will be included in the form below, which serves as a guide for facilitators once the exercise has concluded:

▼ Evaluation

▼ Hot wash

Were all objectives achieved?

Could all the staff work as expected?

Did all the means work well?

Was there coordination in the response?

Were there updates and improvements compared to previous exercises?

Were you able to play your role in the exercise as expected?

Were your expectations met?

Were any roles missed (or over-played)? Which?

What would you highlight from the activity (positive and negative)?

Specific questions about the objective/content of the activity that are considered key elements in each exercise

Finally, the evaluation form provides the option to assess the fulfillment of the objectives established during the initial phases of the exercise. The tool allows these objectives to be retrieved and evaluated accordingly.

▼ Post exercise report

Objectives

[Add new objective](#) [Add existing objective](#)

To retrieve the objectives of your exercise (included in the briefing report), please click on "Add existing objectives" and type the name of your exercise. Then click in Add objective.

Lessons and Recommendations

+ Lessons and Recommendations [Remove](#)

Lesson Identified

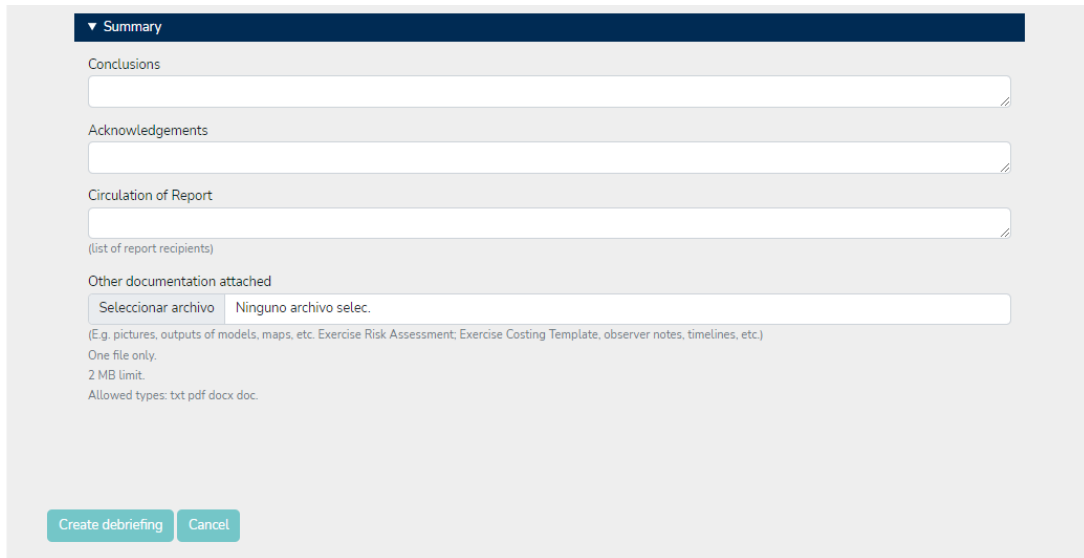
Who should apply this lesson?

Recommendation

To whom should this lesson be applied?

Target

[Add Lessons and Recommendations](#)



The screenshot shows a web form titled "Summary" with a dark blue header. Below the header are several text input fields: "Conclusions", "Acknowledgements", and "Circulation of Report". Below the "Circulation of Report" field is a smaller field labeled "(list of report recipients)". Underneath is a section for "Other documentation attached" with a file selection interface showing "Seleccionar archivo" and "Ninguno archivo selec.". Below this is a list of examples: "(E.g. pictures, outputs of models, maps, etc. Exercise Risk Assessment, Exercise Costing Template, observer notes, timelines, etc.)". Further down, it specifies "One file only.", "2 MB limit.", and "Allowed types: txt pdf docx doc.". At the bottom left of the form are two buttons: "Create debriefing" and "Cancel".

Users can view, edit, or delete their briefing and debriefing forms within the tool's Administration Panel.

Both briefing and debriefing forms may be exported in CSV format or accessed directly through the exercise tool interface.

### 3.3. Exercise Tool Lite

The Exercise Tool Lite is a simplified, user-friendly collaborative platform designed to support the design, preparation, and evaluation of exercises related to response to accidental pollution. It enables multiple organizations to work jointly on exercise planning and assessment.

The Tool Lite offers the following features:

- Guided Exercise Creation
- Collaborative Environment
- Storage and Reusability of data from previous exercises
- Exercise Evaluation (objectives, communication, and performance)
- Customizable Reporting
- Multi-format Export Options (DOC, PDF, XLS, JSON)
- The tool is available in both English and Spanish.

Upon logging in, users access a dashboard that displays:

- List of Created Exercises
- List of Completed Evaluations

Users are able to view and manage only their own exercises.

### 3.3.1. Creation of a new exercise

To create an exercise, click on “**New Exercise**” on the home page after registering. The process is organized into 10 steps, which can be completed progressively or by navigating between them.

- **Step 1: Name**
  - Define the exercise name (Required)
  - Add dates, logo, and participating organizations
  - Options to:
    - Customize the final report structure
    - Add authorized users (co-editors)
- **Step 2: Location**
  - Describe the exercise location
  - Add coordinates (decimal format)
  - Upload supporting files
- **Step 3: Objectives**
  - Define exercise objectives
  - Select from the database (via the administration panel) or create new ones
  - Reorder objectives if needed
- **Step 4: Preliminary Information**
  - Provide context
  - Indicate activated contingency plans (plans can be managed in the administration panel)
  - Define assumptions (e.g., weather, resources)
  - Upload files related to the assumptions (if any)
- **Step 5: Resources**
  - Human Resources (roles, participants; managed via the administration panel)
  - Equipment (managed via the administration panel database)
  - Select from the database or create new entries
- **Step 6: Scenario**
  - Describe the situation driving the exercise (scenario), including chronology, conditions, and affected areas
  - Upload supporting documents
- **Step 7: Exercise Development**

- Create a timeline (storyboard) of events: Sequentially describe how the exercise will unfold over time
- Define the sequence of key events, actions, and decision-making
- Reorder sequence if necessary
- **Step 8: Communications**
  - Define communication systems and channels to be used during the exercise
  - Specify protocols and procedures
  - Include standard opening procedures for all transmissions
- **Step 9: Related Information**
  - Meteorological and oceanic conditions
  - Environmental information
  - Safety and risk prevention measures
  - Logistics
  - Supporting files
- **Step 10: Annexes**
  - Upload supporting documents: Maps, photographs, permits, participant lists, etc.
  - Options to:
    - Customize the report structure
    - Manage authorized users

### 3.3.2. Collaboration of multiple users

The Exercise Tool Lite supports multi-organizational collaboration by allowing the addition of co-editors to each exercise.

To add users to your exercise, navigate to Step 1 (Name) or Step 10 (Annexes) and select “Authorized Users” to invite co-editors

### 3.3.3. Evaluation

Once the exercise design is finalized, the tool enables users to conduct an evaluation.

To evaluate an exercise, navigate to the Home page and, from the exercise list, click the following icon on the corresponding entry:



Steps to follow

- **Step 1: Objectives**

- Evaluate the degree of fulfillment for each objective (retrieved from the exercise's objective list).
  - Assign scores and add observations.
- **Step 2: Communications**
  - Evaluate the performance of communication systems.
  - Report any issues or failures.
- **Step 3: Related Information**
  - Provide information regarding the conduct of the exercise and report any incidents.
- **Step 4: Conclusions**
  - Summarize key findings.
  - Identify main challenges.
  - Lessons learned.
- **Step 5: Improvement Proposals**
  - Provide a list of key recommendations for future exercises.
  - Identify areas requiring improvement.
- **Step 6: Files**
  - Upload supporting documentation.

#### 3.3.4. Export reports

Users can export both exercise reports and evaluation reports in the following formats: DOC, PDF, XLS, and JSON.

Reports can be customized during the first and last stages of the exercise creation process by selecting the 'Customize Document' option:

- Selecting the specific sections to be included in the report.
- Reordering the sections as needed.