

# EXERCISE TOOL

## AUTHORS

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## ACCESS/DOWNLOAD AT

<https://exercisetool.cetmar.org>



## APPLICATION AND USE

### Purpose/objective of the tool

The main objective of the **MANIFESTS Exercise Tool** is to strengthen training and exercise capacities of response organisations by providing knowledge, guidance and resources to prepare, develop and evaluate marine pollution response exercises. It also facilitates the creation of exercise programs, enabling replication, lesson learning and collaboration with other organisations.

### Applications of this tool

- Contingency planning and guidance
- Operational response
- Training and exercising

### How to use it

Each function is accessible on the website from its specific section.

While the Basic principles and Database are completely open and downloadable, the Exercise formulation tools and Agenda are available under three modalities:

1. **Create user account:** you will be able to create, save and manage your exercises and upload related documentation.
2. **Enter as guest user:** you will be able to use all functionalities of the tool and download reports created during the session, but data will be deleted within the next 24 hours.
3. **Set-up the tool in a local server:** contact **manifeststool@cetmar.org**. In this case the user would not receive the updates made in the Database or any other section.

### Key features and functionalities

The exercise tool consists of four functionalities:

1. **Basic principles of exercising**, describing the fundamentals of this topic and other support information, including definition of terms, exercise typology and classifications proposed by relevant organizations in the field of marine pollution. It also contains checklists, templates and examples of the documents required for formulation of exercises, as well as links to reference manuals and relevant information on HNS.
2. **The Exercises Database**, an online repository providing easy access to information from more than 150 exercises and to the associated documentation extracted from international, EU and national organisations working in the field of maritime pollution and chemical spills.
3. **An Agenda**, for users to plan their programme of exercises and create customized alerts for each task.
4. **The Exercise Formulation Tools**, where the user can produce customised documentation including checklists, formularies for injects, briefing and debriefing reports, and evaluation forms that can be downloaded.

The Tool is available in four languages: English, French, Portuguese and Spanish.

### Results or outputs produced

The user can produce, store, send or download their own exercise reports, checklists, feedback forms, and any other exercise documentation with private information as material lists, pictures, etc.



# EXERCISE TOOL

## TECHNICAL REQUIREMENTS

### Devices the tool can run on

- PC
- Tablet
- Mobile devices

### Hardware requirements

A regular server

## TARGET AUDIENCE

- Authorities and companies with legal responsibility of implementing contingency plans
- Port and maritime authorities
- Coastguards
- Scientific Community
- Consultancies
- Education and training professionals
- Emergency responders (Civil protection, firefighters, army, police officers, etc.)
- Environmental managers
- Industry
- Environmental associations and NGOs
- Students
- Civil society

## ACCESS

### Permissions required

The tool is open to the public.

The **MANIFESTS Exercise Tool** offers the possibility to be registered as permanent user or not.

- **Registered users** will be able to create a program of exercises in the AGENDA, set-up alarms that will be received by email, develop new exercises using the online TOOL, and save their data so they can retrieve it to create new exercises. Besides, they will be able to upload, save and edit data and documentation.
- **Unregistered users** will be able to use all functionalities of the TOOL and download reports created during the session; however, their data will be deleted within the next 24 hours.

Both types of users and the general public can access the BASIC PRINCIPLES and DATABASE without any restriction. On the website, when accessing the TOOL or AGENDA, the user has the option to log in as guest user or to create a permanent user account, related to an email address.

## UPDATES AND NEW FUNCTIONALITIES

Updates of information in the DATABASE section are periodically conducted.

## USER GUIDANCE

### User guides or manuals available

Each section on the website has explanatory text for the users.

## FEEDBACK

### Support email

[manifeststool@cetmar.org](mailto:manifeststool@cetmar.org)