



HSEEP EXERCISE GUIDE

Exercise Section | exercise@dhs.in.gov

This guide provides an overview of IDHS exercises and the Homeland Security Exercise and Evaluation Program (HSEEP) format, which is intended to be flexible.

EXERCISE PLANNING MEETINGS

Concept and Objectives (C&O) Meeting: Identify the type, scope, objectives and purpose.

Initial Planning Meeting (IPM): Lay the foundation for exercise development.

Midterm Planning Meeting (MPM): A forum for discussing organization, staffing concepts and logistics.

Master Scenario Events List (MSEL) Meeting: A forum for reviewing the scenario timeline.

Final Planning Meeting (FPM): Forum for reviewing exercise.

In-Progress Reviews (IPR): Occurs between exercise planning meetings to ensure tasks and assignments are on track in preparation for the next meeting.

Controller/Evaluator (C/E) Briefing: A forum to review specific exercise information and guidance for C/E before an exercise occurs.

After-Action Conference (AAC): Feedback for participating jurisdictions on their performance during an exercise.

Recommended Exercise Planning Meetings		
	Operations-Based	Discussion-Based
C&O	✓	✗
IPM	✓	✓
MPM	✓	✗
MSEL	✓	✗
FPM	✓	✓

EXERCISE TYPES

DISCUSSION-BASED EXERCISES

Seminars: Orient participants or provide an overview of plans, policies and procedures.

Workshops: Focus on development of a product by the attendees.

Tabletop exercises (TTXs): Assess plans, policies and procedures regarding a hypothetical, simulated emergency.

Games: Structured competitive or non-competitive environment designed for two or more individuals/teams to reinforce training, stimulate team building or enhance emergency

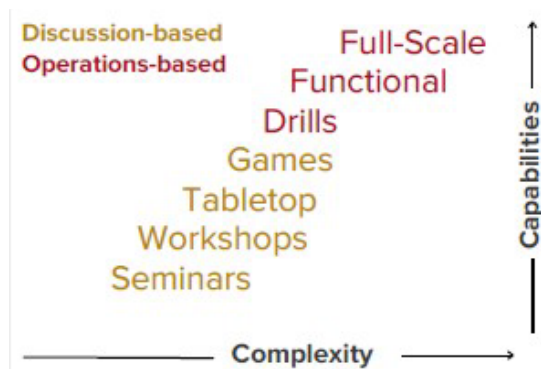
capabilities through a challenging competition of actual or hypothetical scenarios.

OPERATIONS-BASED EXERCISES

Drills: Test a single operation or function in a single agency or organization.

Functional Exercises (FEs): Test individual capabilities, multiple functions or activities within a function; however, movement of personnel and equipment is usually simulated.

Full-scale Exercises (FSEs): Test many facets of response and recovery and involve multiple agencies and jurisdictions.



EXERCISE DOCUMENTATION TERMS

Situation Manual (SitMan): Provided for TTXs as the core documentation that includes the textual background for a multimedia, facilitated exercise.

Facilitator Guide: Outlines instructions and key issues utilized by the exercise facilitator to move participants through exercise play.

Exercise Plan (ExPlan): General information document used in operations-based exercises intended for all participants.

Controller and Evaluator (C/E) Handbook: Describes the roles and responsibilities of exercise controllers and evaluators only.

Master Scenario Events List (MSEL): A chronological timeline of expected actions and scripted events. It ensures necessary events happen so all the exercise objectives are met.

Exercise Evaluation Guides (EEGs): Used for observing and collecting exercise data in relation to objectives and associated core capabilities and to reflect a jurisdiction's plan, policy or procedure.

Participant Feedback Form (PFF): Provides a mechanism to collect input from all participants following an exercise and supports the development of an AAR/IP.

Executive Summary: An overall summary of the exercise and the topics discussed in a seminar, workshop or game.

After-Action Report/Improvement Plan (AAR/IP): Summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities. Completed within 90 days of execution of the exercise.

HSEEP METHODOLOGY

The HSEEP methodology is adopted in Indiana and includes four distinct practices:

- Conduct an annual Integrated Preparedness Planning Workshop (IPPW) and development/maintenance of an Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS);
- Planning and conduct of exercises in accordance with HSEEP Volume 2020;
- Development and submission of a properly formatted after-action report/improvement plan (AAR/IP) for tabletops or any operations-based exercise; and
- Tracking and implementation of corrective actions identified in AAR/IP for tabletops or any operations-based exercise.

IMPORTANCE OF EXERCISING PLANS AND INCORPORATING LESSONS LEARNED

It is important that a plan, policy, procedure and/or capability is identified in advance of exercise planning. Exercise planners ensure that exercises assess and validate a jurisdiction's/organization's capabilities. EEGs, PFFs and hotwash notes all guide in the development of an AAR/IP. The Integrated Preparedness Cycle continues when lessons learned through exercises are addressed while strengthening capabilities (e.g., updating plans, identifying training and equipment).

EMPG REQUIREMENTS

All personnel funded through the Emergency Management Performance Grant (EMPG) are required to participate in one HSEEP compliant or HSEEP consistent exercise within a 12-month period to meet the funding requirements established by IDHS (Jan. 1–Dec. 31 for emergency management agencies and Oct. 1–Sept. 30 for IDHS employees). Below are the roles in which you can obtain your credit:

- Planning Team Member
- Exercise Participant or Player
- Controller or Evaluator



HSEEP COMPLIANT VS. HSEEP CONSISTENT

HSEEP Compliant: Pre-exercise and post-exercise documentation must be reviewed by IDHS Exercise if the exercise was funded by federal grants.

HSEEP Consistent: Exercises tied to non-federal grant funds do not need to be reviewed by IDHS Exercise but should still be planned, executed and evaluated in accordance with the HSEEP doctrine.

HSEEP DOCUMENTATION BY EXERCISE TYPE

All	Seminar, workshop or game	Drill, functional or full-scale	If Applicable
<ul style="list-style-type: none"> Budget Exercise planning meeting sign-in sheets and agendas Exercise agenda Exercise sign-in sheets 	<ul style="list-style-type: none"> Executive summary <p style="text-align: center;">TTX</p> <ul style="list-style-type: none"> SitMan EEGs AAR/IP 	<ul style="list-style-type: none"> ExPlan MSEL C/E Handbook EEGs AAR/IP 	<ul style="list-style-type: none"> Presentations Facilitator Guide PFFs

RESOURCES

- **Indiana HSEEP Compliance Table**
<https://www.in.gov/dhs/files/hseep-compliance-table.pdf>
- **HSEEP Compliance for Federal Grant-Funded Exercises Policy**
<https://www.in.gov/dhs/files/HSEEP-Compliance-For-Federal-Grant-Funded-Exercises-Policy.pdf>
- **IDHS Exercise HSEEP Templates**
<https://www.in.gov/dhs/emergency-management-and-preparedness/exercise-section/#Templates>
- **Homeland Security Exercise & Evaluation Program (HSEEP)**
<https://www.fema.gov/hseep>
- **FEMA Prep Toolkit**
<https://preptoolkit.fema.gov/welcome>
- **Independent Study Courses**
 - IS-120.c – An Introduction to Exercises
bit.ly/IS120c
 - IS-130.a – How to Be an Exercise Evaluator
bit.ly/flS130a