



EXERCISE FINAL REPORT

Indiana Emergency Response Commission
January 2024



LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at

<https://tier2.dhs.in.gov/Account/Login.aspx>



DUE DATE

- The Final Exercise Report is due 30 days after the day of the exercise.



EXERCISE PLANNING MEETINGS

- Concept and objectives (C&O)
- Initial planning meeting (IPM)
- Midterm planning meeting (MPM)
- Master scenario events list (MSEL) meeting
- Final planning meeting (FPM)
- In-progress reviews (IPR)
- Controller/evaluator (C/E) briefing
- After-Action conference (AAC)



NON-HSEEP EXERCISE DOCUMENTATION REQUIREMENTS

- Exercise participant rosters/sign-in sheet
- Agenda for exercise event
- After-Action Report/Improvement Plan (AAR/IP)



EMPG REQUIREMENTS

All personnel funded through the Emergency Management Performance Grant (EMPG) program are required to participate in one HSEEP-compliant or HSEEP-consistent exercise within a twelve-month period — Oct. 1 to Sept. 30 —to meet the funding requirements established by IDHS.

Below are the roles in which you can obtain your credit:

- Planning team member
- Exercise participant or player
- Controller or evaluator



HSEEP EXERCISES - GRANT FUNDED

- EMPG-funded individuals must participate in one HSEEP compliant or HSEEP consistent exercise in a year.
- Grant-funded exercises must be reviewed for HSEEP compliance by the IDHS Exercise Section.
- IDHS exercise staff approves/denies and track exercises as HSEEP compliant when requested.
- Keep sign-in sheet(s) and email PDF verification.



HSEEP COMPLIANT VS. HSEEP CONSISTENT

HSEEP Compliant:

Pre-exercise and post-exercise documentation must be reviewed by the IDHS Exercise Section 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

HSEEP is flexible, you can always hold more meetings than what is required. At a minimum hold and submit the necessary documentation for the exercises to be considered HSEEP.



DISCUSSION-BASED EXERCISES

- Seminars
- Workshops
- Tabletop exercises (TTXs)
- Games



DISCUSSION-BASED EXERCISE DOCUMENTATION – SEMINAR, WORKSHOP AND GAME

- Pre-planning meetings sign-in sheets and agendas
 - Initial Planning Meeting (IPM)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Presentations – if applicable
 - Agenda for exercise event
 - Exercise participant rosters/sign-in sheet
- Executive summary



EXERCISE DOCUMENTATION – TABLETOP

- Pre-planning meetings sign-in sheets and agendas
 - Initial Planning Meeting (IPM)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Agenda for exercise event
 - Situation manual
 - Exercise evaluation guides
 - Exercise participant rosters/sign-in sheet
 - After-Action/Improvement Plan



OPERATION-BASED EXERCISES

- Drills
- Functional exercises (FEs)
- Full-scale exercises (FSEs)



OPERATION-BASED EXERCISE DOCUMENTATION – DRILL, FUNCTIONAL AND FULL SCALE

- Pre-planning meetings
- Sign-in sheets and agendas
 - Concept and Objectives Meeting (C&O Meeting)
 - Initial Planning Meeting (IPM)
 - Midterm Planning Meeting (MPM)
 - Master Scenario Events List Meeting (MSEL Meeting)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Agenda for exercise event
 - Exercise Plan
 - Master Scenario Events List
 - Controller/Evaluator Handbook
 - Exercise Evaluation Guides
 - Exercise participant rosters/sign-in sheet
 - After-Action/Improvement Plan



EXERCISE DOCUMENTATION TERMS

- Situation manual (SitMan)
- Exercise plan (ExPlan)
- Facilitator guide
- Controller and evaluator (C/E) handbook
- Master scenario events list (MSEL)
- Exercise evaluation guides (EEGs)
- Participant feedback form
- Executive summary
- After-Action Report/Improvement Plan (AAR/IP)



MULTI-COUNTY EXERCISES

- If more than one county is working together to do a joint exercise, then each county must be involved in the planning process and included on all the documents pertaining to the planning of the exercise.
- Each county involved must be a part of the actual exercise and included on all the documents pertaining to the exercise.
- If this is a multi-county exercise and the individual counties are requesting HSEEP review, each county requesting review must upload the HSEEP paperwork into Tier II.



MULTI-COUNTY EXERCISE DOCUMENTATION

- The counties involved in the exercise will need to be on all the documentation for everyone involved to receive credit.



If you have any questions about other exercises,
contact the IDHS Exercise Section
at exercise@dhs.in.gov.



If you have any questions, please email:

Jackie Pulley at jpulley@dhs.in.gov

or

Melissa Amerman at mamerman@dhs.in.gov

THE END

