

IDHS EXERCISE GUIDE

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 processes and procedures.

After-Action Meeting (AAM):

Feedback for participating jurisdictions on their performance during an exercise.

EXERCISE PLANNING MEETINGS

	Operations-Based	Discussions-Based
C&O	✓	X
IPM	✓	✓
MPM	✓	X
MSEL	✓	X
FPM	✓	✓

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.

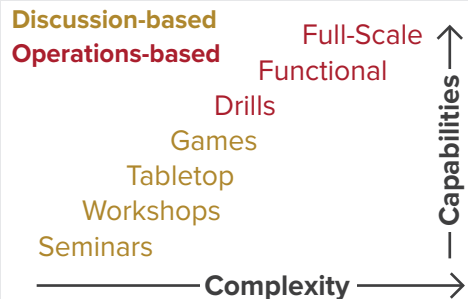
Games: Simulation of operations that often involves two or more teams designed to depict an actual or hypothetical situation.

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 and games as the core documentation that includes the textual background for a multimedia, facilitated exercise.

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

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

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): Provide a template for observing and collecting exercise data in relation to objectives and associated core capabilities, customized to meet unique objectives and to reflect a jurisdiction's plan, policy, or procedure.

Participant Feedback Form: Provides 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.



INDIANA DEPARTMENT OF HOMELAND SECURITY

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HSEEP METHODOLOGY

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

1. Conduct of an annual Integrated Preparedness Planning Workshop (IPPW) and development/ maintenance of an Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS);
2. Planning and conduct of exercises in accordance with HSEEP Volume 2020;
3. Development and submission of a properly formatted after-action report/improvement plan (AAR/IP) for tabletops or any operations-based exercise; and
4. 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, participant feedback forms, 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) program must participate in at least three HSEEP-compliant exercises within a twelve-month period — Jan. 1 to Dec. 31 (EMA) or Oct. 1 to Sept. 30 (IDHS employee) — in order to meet the funding requirements established by IDHS. Below are the roles in which you can obtain your credit:

1. Planning Team Member
2. Exercise Participant or Player
3. Controller or Evaluator

CLARIFYING EVENTS

Training Event: Activity aimed at imparting information and/or instruction, to improve the recipients' performance, knowledge, skill, or ability (Example: ICS 300). HSEEP compliance is not tied to these events.

Exercise Event: An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives (Example: Full-Scale Exercise).

Other Event: Conferences and other special meetings (Example: FDIC or EMAI Conference). HSEEP compliance is void.

HSEEP COMPLIANCE DOCUMENTATION BY EXERCISE TYPE

DISCUSSION-BASED:

Seminar, workshop, or game:

- Budget
- Exercise planning meeting sign-in sheets and agendas
- Presentations (if applicable)
- Exercise agenda
- Exercise sign-in sheets
- Participant feedback forms (if applicable)
- Executive Summary

Tabletop (TTX):

- Budget
- Exercise planning meeting sign-in sheets and agendas
- Exercise agenda
- Presentations (if applicable)
- Situation Manual
- Facilitator Guide (if applicable)
- Exercise Evaluation Guides
- Exercise sign-in sheets
- Participant feedback forms (if applicable)
- After Action Report/Improvement Plan

OPERATIONS-BASED:

Drill, functional, or full-scale:

- Budget
- Exercise planning meeting sign-in sheets and agendas
- Exercise agenda
- Exercise Plan
- Master Scenario Events List
- Controller and Evaluator Handbook
- Exercise Evaluation Guides
- Exercise sign-in sheets
- Participant feedback forms (if applicable)
- After Action Report/Improvement Plan

RESOURCES

Homeland Security Exercise & Evaluation Program (HSEEP)
<https://www.fema.gov/hseep>

FEMA Prep Toolkit
<https://preptoolkit.fema.gov/welcome>

IDHS Exercise HSEEP Templates
<https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/>

Independent Study Courses
IS-120.c – An Introduction to Exercises - [bit.ly/IS120c](https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/)
IS-130.a – How to Be an Exercise Evaluator - [bit.ly/fIS130a](https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/)
IS-139.a – Exercise Design & Development - [bit.ly/2TChPZK](https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/)