



EXERCISE FINAL REPORT

January 2023

SERVICE

INTEGRITY

RESPECT

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>.

ANNOUNCEMENT



**Exercise Final Reports
are
required for 2023!**

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)

HSEEP



Since HSEEP is flexible, they can always hold more meetings than what is listed. At a minimum hold and submit the necessary documentation for the following to be considered HSEEP.

DISCUSSION-BASED



- An initial planning meeting and final planning meeting are required.

OPERATION-BASED



- Required planning meetings are a concept and objectives meeting, initial planning meeting, midterm planning meeting, master events scenario list and final planning meeting.

DUE DATE



- Due: 30 days after exercise
- No extension
 - **No exceptions**
- The LEPC votes on the type of exercise final report before the final report can be submitted on to TIER II.

EXERCISE FINAL REPORT



The exercise final report must include the following information:

- Start and end date
- Location (street address, city, county)
- Brief scenario
- Exercise type: full-scale, functional, tabletop
- At least four participating key agencies
- At least four participating supporting agencies
- An Extremely Hazardous Substance (EHS) and/or a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Hazardous Substances with an established reportable quantity (RQ) published in the Title III list of lists

EXERCISE FINAL REPORT



- HSEEP approval status
 - Yes, if approval is given from someone in IDHS Exercise.
- LEPC exercises do not require HSEEP approval.



HSEEP 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



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



If you have any other questions, please email
Erin Miller at ErMiller@dhs.IN.gov or
Jackie Pulley at JPulley@dhs.IN.gov.