



# EXERCISE PROPOSAL 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 Proposals  
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.

# DISCUSSION-BASED EXERCISES



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



# OPERATION-BASED EXERCISES



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

# DUE DATE



- Due May 1
- Due at least 30 days before date of exercise
- No extension
  - **No exceptions**
- The LEPC votes on the type of exercise before the proposal can be submitted on to TIER II.

# EXERCISE PROPOSAL REQUIREMENTS



- Exercise type
- HSEEP approval: Yes or No
- Start date
- End date
- Location
- City
- County
- Incident type
- Scenario
- Chemical name
- Is it EHS: Yes or No
- CERCLA: Yes or No
- Quantity
- Agency on scene: Yes or No
- At least four (4) participating key agencies
- At least four (4) participating key agencies

# 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 — in order 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 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 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

# HSEEP DOCUMENTATION BY EXERCISE TYPE



## **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

# 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)



# RESOURCES



- Indiana HSEEP Compliance 2020-2023

<https://in.gov/dhs/files/HSEEP-Compliance-2020-2023-For-Exercise-Guide.pdf>

- IDHS Exercise HSEEP Templates

<https://www.in.gov/dhs/emergency-management-and-preparedness/exercise-section/>

- Homeland Security Exercise & Evaluation Program (HSEEP)

<https://www.fema.gov/hseep>

- FEMA Prep Toolkit

<https://preptoolkit.fema.gov/welcome>

- IDHS Exercise Guide: <https://www.in.gov/dhs/files/IDHS-Exercise-Guide.pdf>

- Independent Study Courses

- IS-120.c – An Introduction to Exercises - [bit.ly/IS120c](https://bit.ly/IS120c)

- IS-130.a – How to Be an Exercise Evaluator - [bit.ly/fIS130a](https://bit.ly/fIS130a)

- IS-139.a– Exercise Design & Development - [bit.ly/2TChPZK](https://bit.ly/2TChPZK)



If you have any questions about other exercises,  
contact the IDHS Exercise Section  
at [exercise@dhs.in.gov](mailto:exercise@dhs.in.gov).



If you have any other questions, please email  
Erin Miller at [ErMiller@dhs.IN.gov](mailto:ErMiller@dhs.IN.gov) or  
Jackie Pulley at [JPulley@dhs.IN.gov](mailto:JPulley@dhs.IN.gov).