

# 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.

## REQUIRED PRE-EXERCISE MEETING SIGN-INS & AGENDAS

	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.

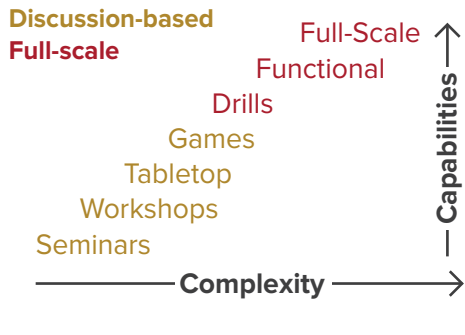
**Games:** Simulation of operations that often involves two or more teams designed to depict an actual or hypothetical situation.

## 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

**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.

### 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.

**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.



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## HSEEP COMPLIANCE

**HSEEP compliance is adherence to specific HSEEP-mandated practices for exercise design, conduct, evaluation, and documentation.** HSEEP compliance includes four distinct performance requirements:

1. Conduct an annual Training and Exercise Planning Workshop (TEPW) and develop and maintain Multi-year Training and Exercise Plan (TEP);
2. Plan and conduct exercises in accordance with guidelines with HSEEP Volume 2013;
3. Develop and submit a properly formatted after-action report/improvement plan (AAR/IP) for tabletops or any operations-based exercise; and
4. Track and implement corrective actions identified in AAR/IP for tabletops or any operations-based exercise.

## EMPG REQUIREMENTS

All personnel funded through the Emergency Management Performance Grant (EMPG) program must participate in at least three HSEEP compliant exercises within a 12-month period, January 1-December 31, 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:** Developing or evaluating specific plans, policies, and procedures and capabilities to standards (Example: State Level Exercise).

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

## DOCUMENTATION REQUIREMENTS BY EXERCISE TYPE

### DISCUSSION-BASED:

#### Seminar, workshop, or game:

- Budget
- Required pre-exercise meeting sign-ins and agendas
- Presentations (if applicable)
- Agenda for exercise event
- Exercise participant rosters/sign-in sheets
- Executive summary

#### Tabletop (TTX):

- Budget
- Required pre-exercise meeting sign-ins and agendas
- Agenda for exercise event
- Situation manual
- Exercise evaluation guides
- Exercise participant rosters/sign-in sheets
- After action report/improvement plan

### OPERATIONS-BASED:

#### Drill, functional, or full-scale:

- Budget
- Required pre-exercise meeting sign-ins and agendas
- Agenda for exercise event
- Exercise plan
- Master scenario events list
- Controller & evaluator handbook
- Exercise evaluation guides
- Exercise participant rosters/sign-in sheets
- 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/2426.htm>

Independent Study Courses  
IS-120.c – An Introduction to Exercises - [bit.ly/IS120c](https://bit.ly/IS120c)  
IS-139.a – Exercise Design & Development - [bit.ly/2TChPZK](https://bit.ly/2TChPZK)