

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.

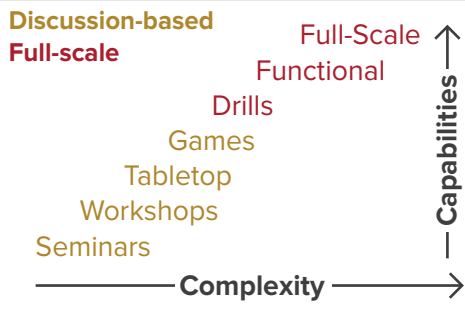
Games: Simulation of operations that often involves two or more teams designed to depict an actual or hypothetical situation.

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.

INDIANA DEPARTMENT OF HOMELAND SECURITY

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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, orienting, and validating specific plans, policies, and procedures and capabilities to standards (Example: Full-Scale 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
IS-130.a – How to Be an Exercise Evaluator - bit.ly/3hu3rMd
IS-139.a – Exercise Design & Development - bit.ly/2TChPZK