

# 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

### In-Progress Reviews (IPR):

Occurs between exercise planning meetings to ensure tasks and assignments are on track in preparation for the next meeting

### Controller/Evaluator (C/E)

#### Briefing:

A forum to review specific exercise information and guidance for C/E before an exercise occurs

### After-Action Conference (AAC):

Feedback for participating jurisdictions on their performance during an exercise.

#### EXERCISE PLANNING MEETINGS

Based	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:

Structured competitive or non-competitive environment designed for two or more individuals/teams to reinforce training, stimulate team building, or enhance emergency capabilities through a challenging competition of actual or hypothetical scenarios.

## OPERATIONS-BASED EXERCISES

### Drills:

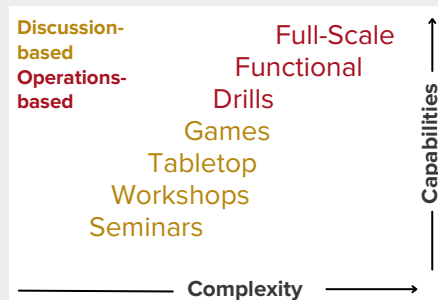
Test a single operation or function in a single agency or organization.

### 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 a 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.



# IDHS EXERCISE GUIDE

## HSEEP METHODOLOGY

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

- Conduct an annual Integrated Preparedness Planning Workshop (IPPW) and development/ maintenance of an Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS);
- Planning and conduct of exercises in accordance with HSEEP Volume 2020;
- Development and submission of a properly formatted after-action report/improvement plan (AAR/IP) for tabletops or any operations-based exercise; and
- 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 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 IDHS Exercise 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

### 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

- Indiana HSEEP Compliance 2020-2022  
<https://www.in.gov/dhs/files/HSEEP-Compliance-2020-2022-For-Exercise-Guide.pdf>
- HSEEP Compliance for Federal Grant-Funded Exercises Policy  
<https://www.in.gov/dhs/files/HSEEP-Compliance-For-Federal-Grant-Funded-Exercises-Policy.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>
- 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)