**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 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.

**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.

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**EXERCISE PLANNING MEETINGS**

- **Discussion-based**
  - Full-scale Functional Drills Games Tabletop Workshops Seminars

**EXERCISE DOCUMENTATION TERMS**

- **Complexity**
  - Capabilities
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 must participate in at least three HSEEP compliant and/or HSEEP consistent exercises within a twelve-month period — Jan. 1 to Dec. 31 (EMA) or Oct. 1 to Sept. 30 (IDHS employee) — in order to meet the funding requirements established by IDHS. Below are the roles in which you can obtain your credit:

- Exercise Planning Team Member
- Exercise Participant or Player
- 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: An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives (Example: Full-Scale Exercise).

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