

INDIANA DEPARTMENT OF
HOMELAND SECURITY
Leadership for a safe and secure Indiana





HSEEP Compliance Brief





Today's Agenda

- HSEEP Terminology & Methodology
- HSEEP Compliance
- Meeting EMPG Requirements with Exercises
- Clarifying NEXS Events





Section I

HSEEP Terminology & Methodology





Two Exercise Types

1. Discussion Based Exercises

Seminar

Workshop

Table Top (TTX)

Game

2. Operations Based Exercises

Drill

Functional (FE)

Full Scale (FSE)





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 to assess types of systems needed by key personnel.
- **Games**- explore decision making and consequences of decisions.





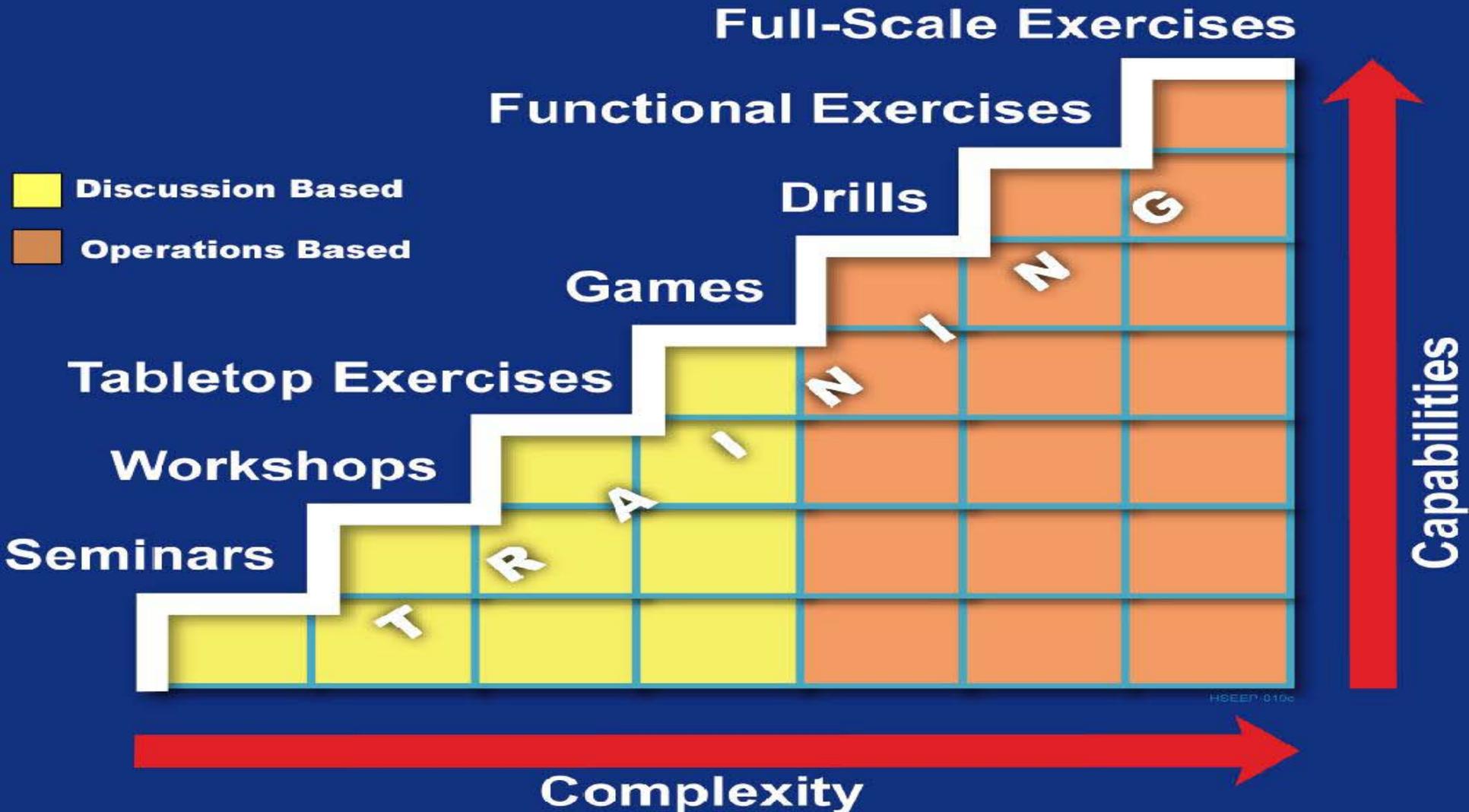
Operations-Based Exercises

- **Drills**- test a single operation or function.
- **Functional exercises (FEs)**- test individual capabilities, multiple functions, or activities within a function.
- **Full-scale exercises (FSEs)**- test many facets of response and recovery and involve multiple agencies and jurisdictions.





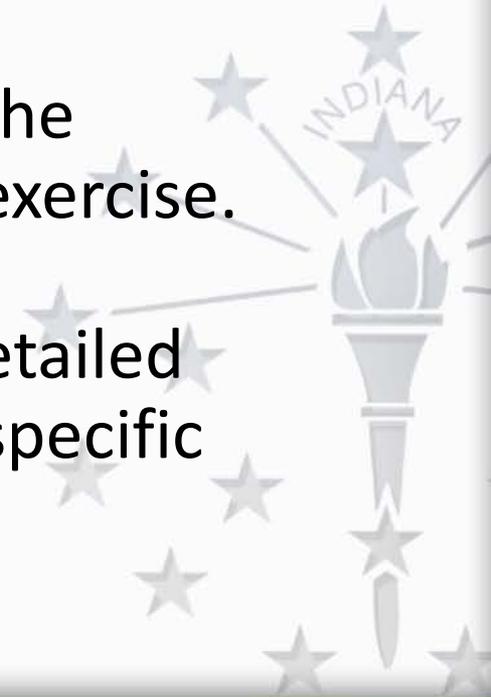
Building Block Approach





Exercise Documentation

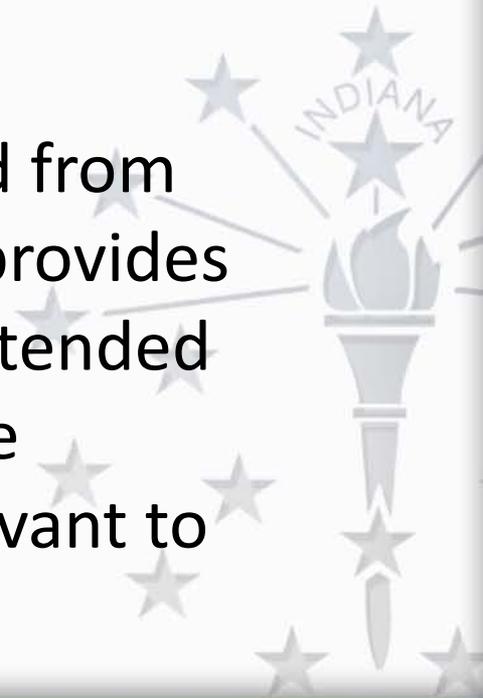
- **Situation Manual (SitMan):** Overview of the exercise scenario. It provides background information on exercise scope, schedule, and objectives.
- **Exercise Plan (ExPlan):** Exercise synopsis for the players and observers distributed prior to the exercise.
- **Controller and Evaluator (C/E) Handbook:** Detailed information about the exercise scenario, with specific controller and evaluation information.





Exercise Documentation cont..

- **Master Scenario Events List (MSEL):** A chronological timeline of expected actions and scripted events. It ensures necessary events happen so that all the exercise objectives are met.
- **Exercise Evaluation Guides (EEGs):** Generated from the Target Capabilities List (TCL), the tool that provides points of evaluation and standards. They are intended to guide an evaluator's observations so that the evaluator focuses on capabilities and tasks relevant to exercise objectives.





Exercise Documentation cont..

- **After Action Report/Improvement Plan (AAR/IP):**
 - The AAR captures observations and recommendations based on the exercise objective as associated with the capabilities and tasks.
 - The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion.
- **Executive Summary:**
 - Brief overview of a Seminar, Workshop, or Game that discusses the overall exercise and the areas of improvement and strengths.





Documentation for Exercises

- Documentation for Discussion-based Exercises
 - Situation Manual (SITMAN)
- Documentation for Operations-based Exercises
 - Exercise Plan (EXPLAN)
 - Master Scenario Events List (MSEL)
 - Controller/Evaluator Handbook (C/E Handbook)





Exercise Planning Conferences

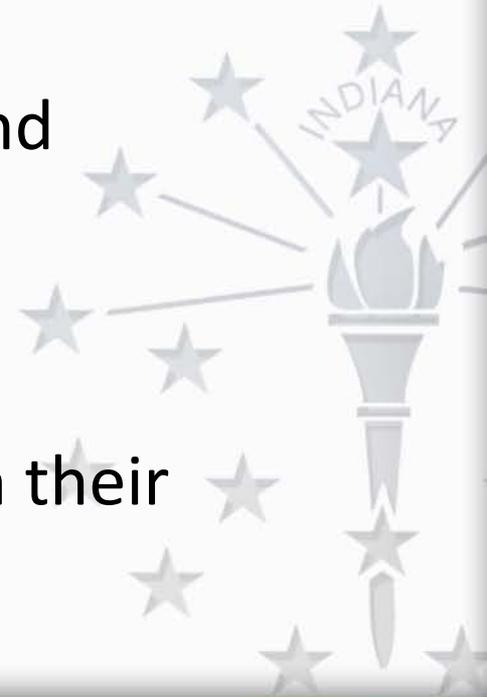
- Concept and Objectives (C&O) Meeting
 - Identify the type, scope, objectives, and purpose
- Initial Planning Conference (IPC)
 - Lay the foundation for exercise development
- Midterm Planning Conference (MPC)
 - A forum for reviewing the scenario timeline





Exercise Planning Conferences cont..

- Master Scenario Events List (MSEL) Sync Conference
 - A forum for reviewing the scenario timeline
- Final Planning Conference (FPC)
 - Forum for reviewing exercise processes and procedures
- After-Action Conference
 - Feedback for participating jurisdictions on their performance during an exercise





Exercise Planning Conferences

		Operations-Based	Discussion-Based
Time ↓	C&O Meeting	✓	
	IPC	✓	✓
	MPC	✓	
	MSEL Conference	✓	
	FPC	✓	✓



Section II

HSEEP Compliance





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 annual Training and Exercise Planning Workshop (TEPW) and develop and maintain Multi-year Training and Exercise Plan
2. Plan and conduct exercises in accordance with guidelines in HSEEP





HSEEP Compliance cont..

3. Develop and submit a properly formatted After Action Report/Improvement Plan (AAR/IP) if the exercise was a Tabletop or Operations-Based
4. Track and Implement corrective actions identified in AAR/IP





Section III

Meeting EMPG Requirements with Exercises





EMPG Requirements

- All personnel funded through the Emergency Management Performance Grant (EMPG) program must participate in at least three (3) HSEEP compliant exercises within a 12-month period, July 1st X – June 30th Y, in order to meet the funding requirements established by DHS.
 - Simply serving as an exercise observer does not meet the requirement for exercise participation, unless the individual also serves on the planning team.



EMPG Requirements cont..

- Planning Team Member
 - 1.) Member must attend any meetings regarding the exercise
 - 2.) Member must attend the planning conferences associated with the exercise
 - 3.) Member must attend the exercise
 - 4.) Member must attend the After Action Conference
- Exercise Participant
 - 1.) Participant must attend the exercise
 - 2.) Participant must attend the After Action Conference
- Evaluator or Controller
 - 1.) Must attend Controller & Evaluator Training
 - 2.) Must attend the exercise and turn in any evaluation materials if filling the evaluator role
 - 3.) Must attend the After Action Conference





Section IV

Clarifying NEXS Events





Clarifying NEXS Events

- Training Event: Activity aimed at imparting information, and or instructions, to improve the recipients' performance, knowledge, skill, or ability.
- Exercise Event: Developing or evaluating specific plans, policies, and procedures and capabilities to standards.
- Other Event: Conferences and other special meetings.





Closing

- If you are having any difficulties please refer to the 2012 Training & Exercise Guidance.
- Please do not hesitate to contact Lauren Taverna, for the North Districts Coordinators, or Jon Snell, for the South Districts Coordinators, if you have any NEXS needs or exercise related questions.





Questions?

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