

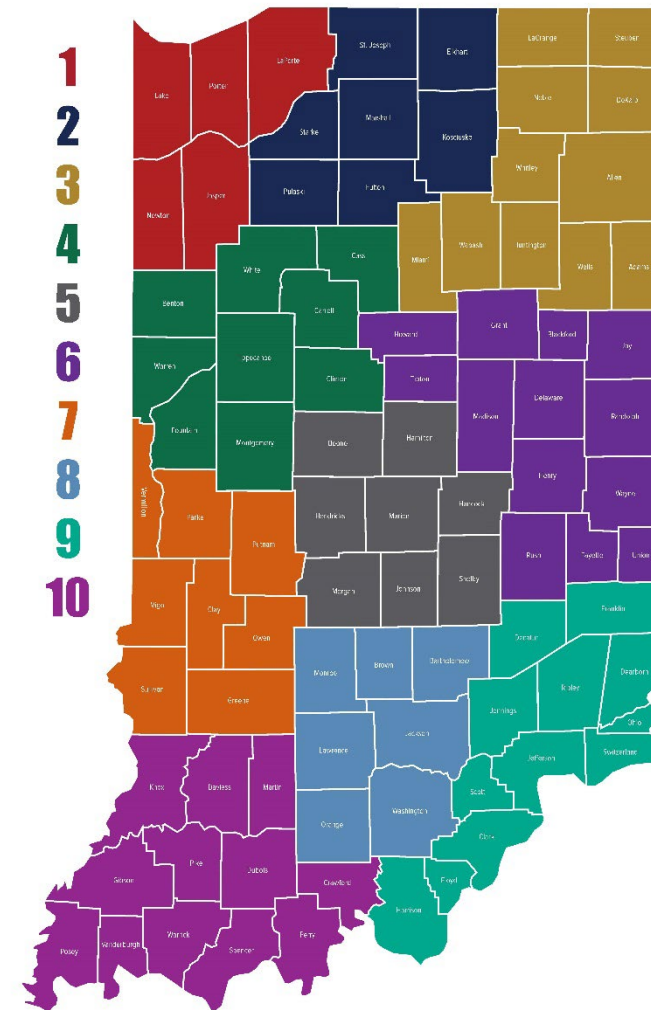


HSEEP AWARENESS SEMINAR



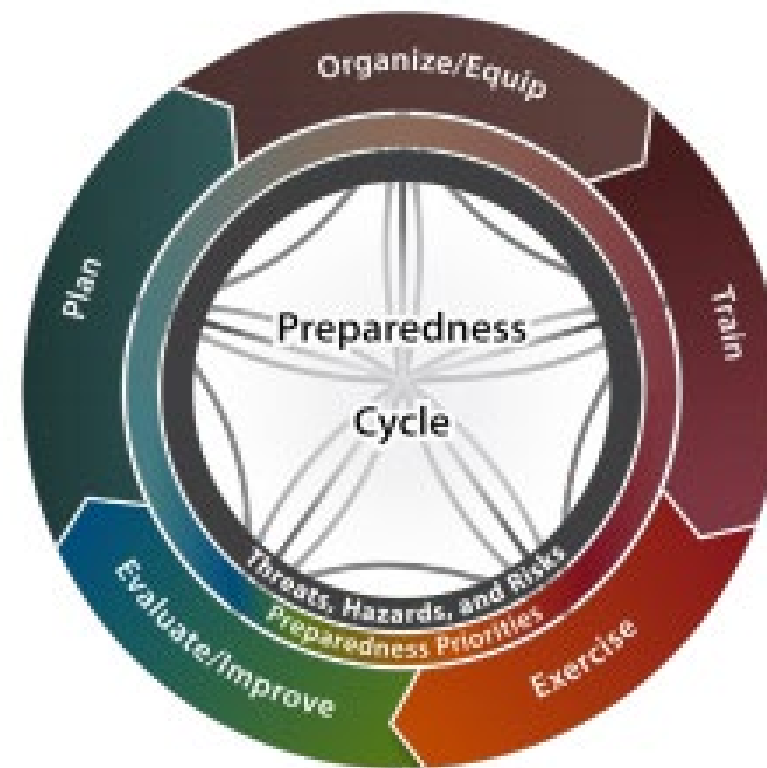
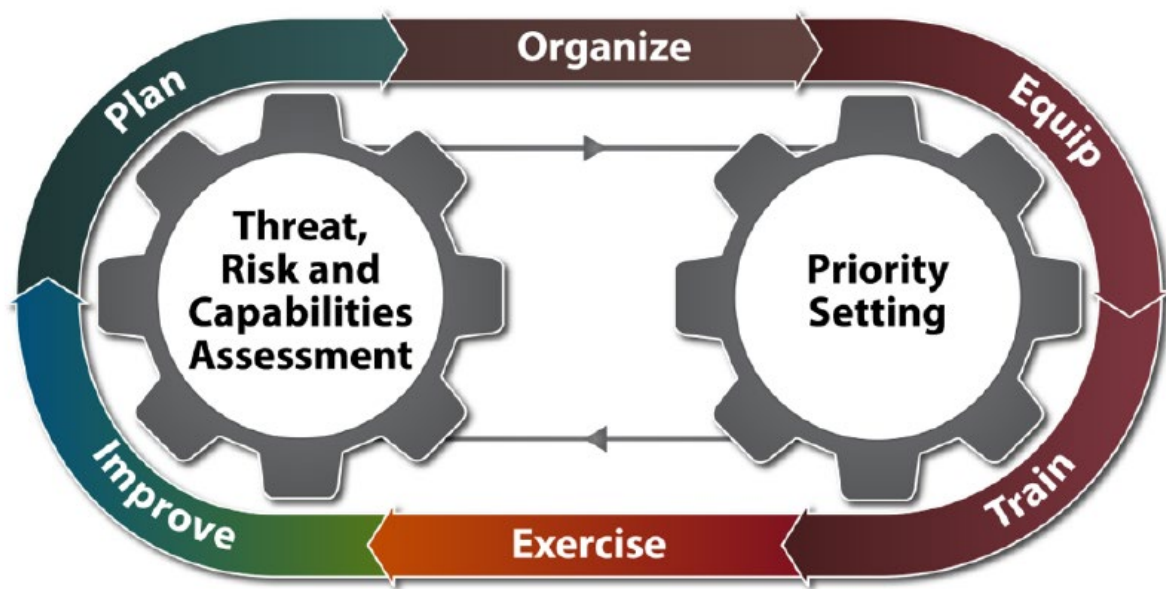
IDHS EXERCISE STAFF (AS OF 9/18/23)

- Director of Emergency Management and Preparedness Division – Mary Moran
- State Exercise Officer – Ashley Baldwin
- Team Lead/North Exercise Program Manager – Jess Kindig
- Central Exercise Program Manager – Elaina Derrer Aprea
- South Exercise Program Manager – Grace Ellenburg



EXERCISE

INTEGRATED PREPAREDNESS



WHAT IS EXERCISE?



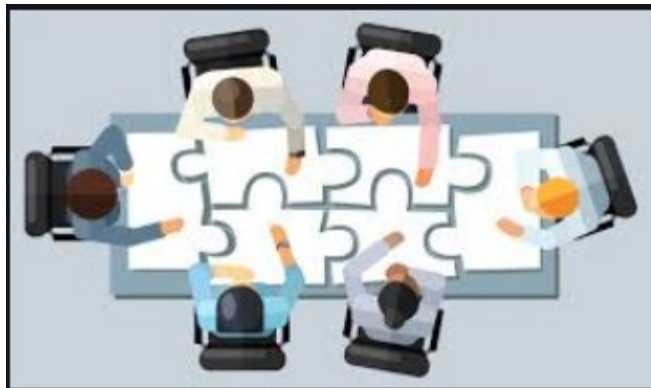
- Enables whole community stakeholders to test and validate plans and capabilities
 - Corresponds with the core capabilities and identified high priority hazards
- Key component of national preparedness
- Low-risk, no fault environment
- Familiarizes personnel with roles and responsibilities
- Addresses areas of improvement and identifies capability gaps



TYPES OF EXERCISES

- **Discussion-based**

- Seminar
- Workshop
- Tabletop (TTX)
- Games



- **Operations-based**

- Drill
- Functional (FE)
- Full Scale (FSE)

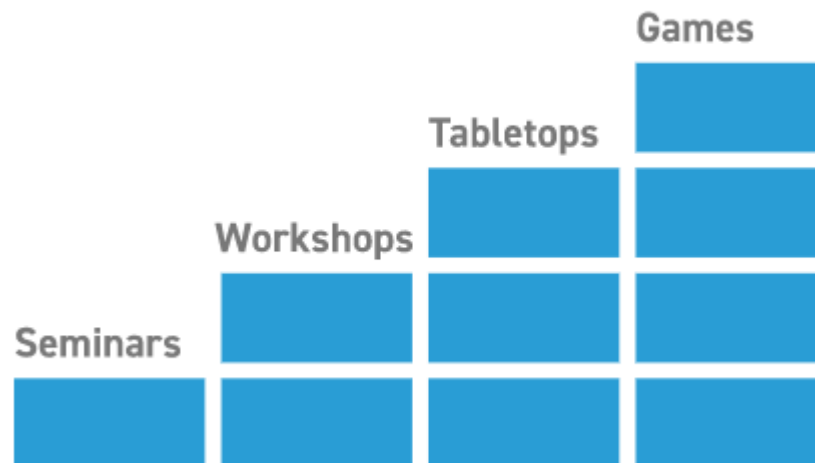


DISCUSSION-BASED EXERCISES



- Discussion-based exercises focus on strategic, policy-oriented issues

- Seminar
- Workshop
- Tabletop (TTX)
- Games



SEMINAR EXERCISE



- Discussion-based
- Not to be confused with training
- Orients participants to a plan, policy or procedure



WORKSHOP EXERCISE



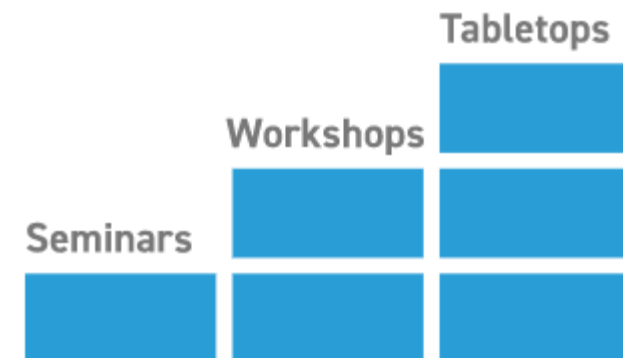
- Discussion-based
- Commonly misused and not to be confused with training
- Development of a plan, policy or procedure by the attendees
- Example – Integrated Preparedness Planning Workshop (IPPW)
 - Produces the Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS)



TABLETOP EXERCISE (TTX)



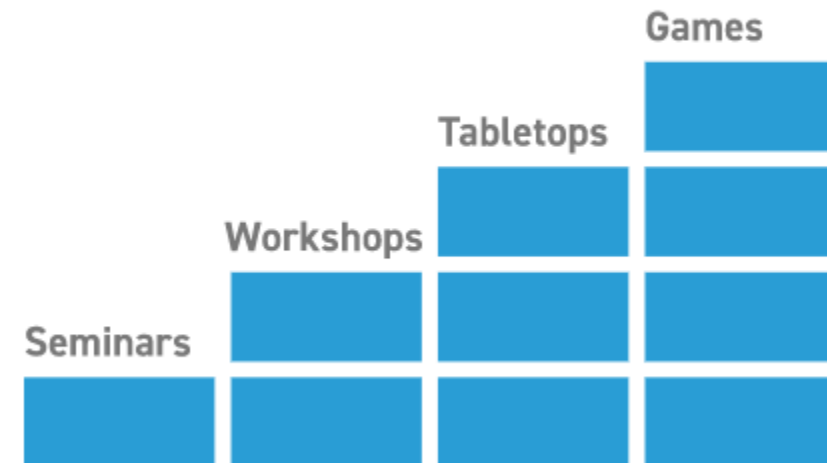
- Discussion-based
- Facilitation heavy to keep discussion on track with objectives
- Assesses plans, policies and procedures regarding a hypothetical, simulated emergency
- Outcome - obtaining recommended revisions to current plans, policies or procedures
- Basic v. Advanced



GAMES EXERCISE



- Discussion-based
- Rare
- Models and simulations that increase in complexity as game progresses
- Often involves two or more teams with competitive environment
- Uses rules, data and procedures to depict a situation
- Critical decision-making points determine success of game



OPERATIONS-BASED EXERCISES



Operations-based exercises are used to validate plans, policies, agreements and procedures. Operations-based exercises are more complex than discussion-based exercises.

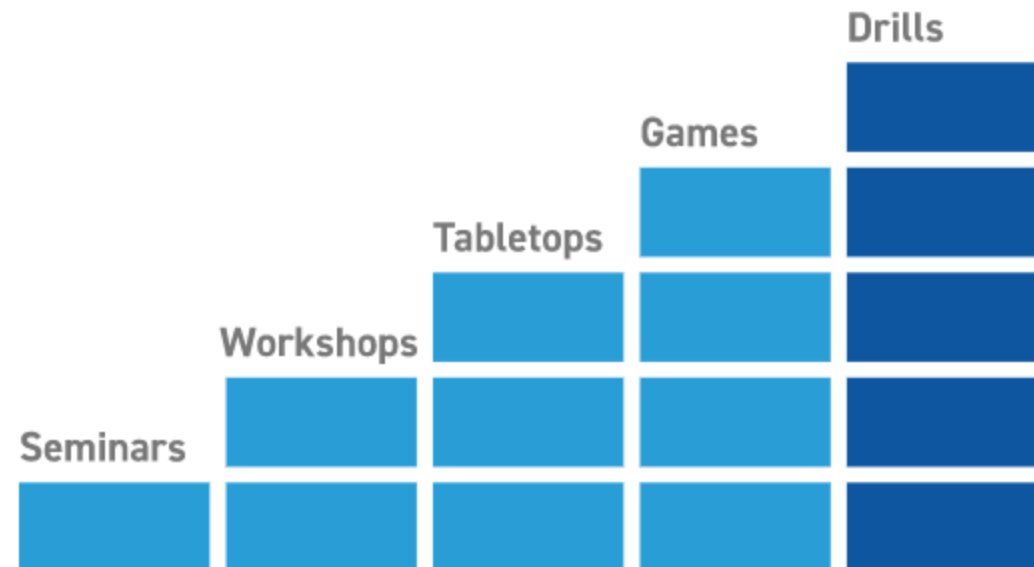
- Drill
- Functional (FE)
- Full-Scale (FSE)

	Functional Exercises	Full-Scale Exercises
Drills		

DRILL EXERCISE



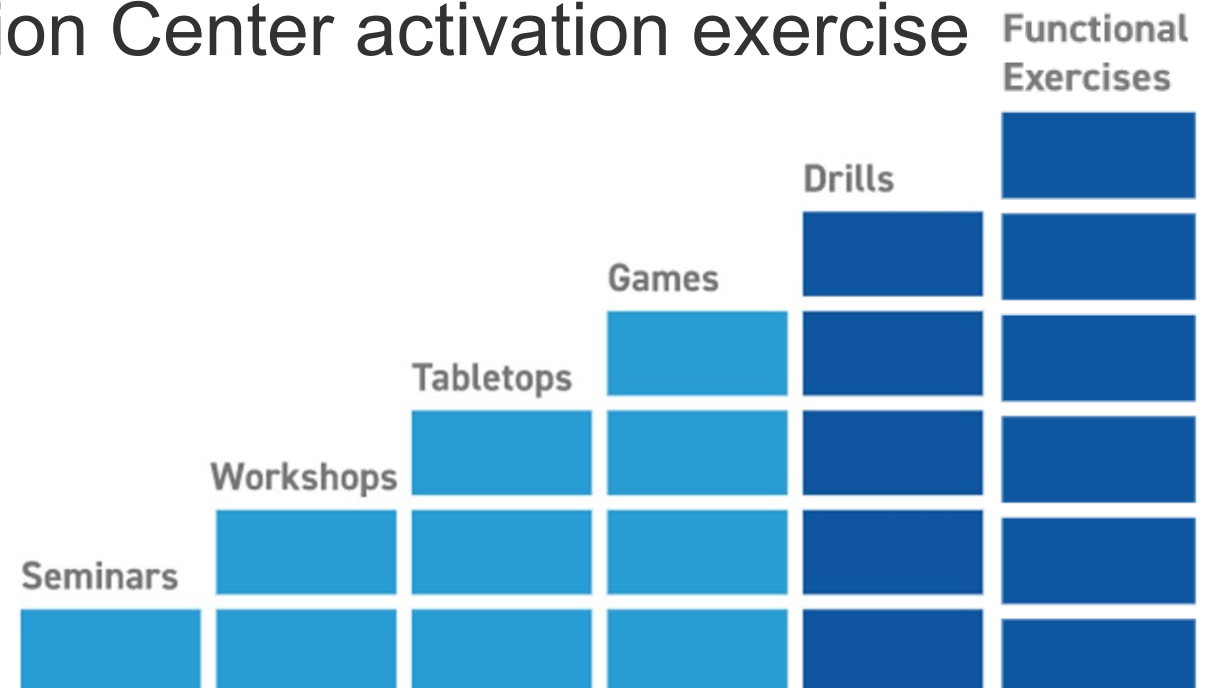
- Operations-based
- Commonly misused
- Tests single operation of function in a single agency or organization





FUNCTIONAL EXERCISE (FE)

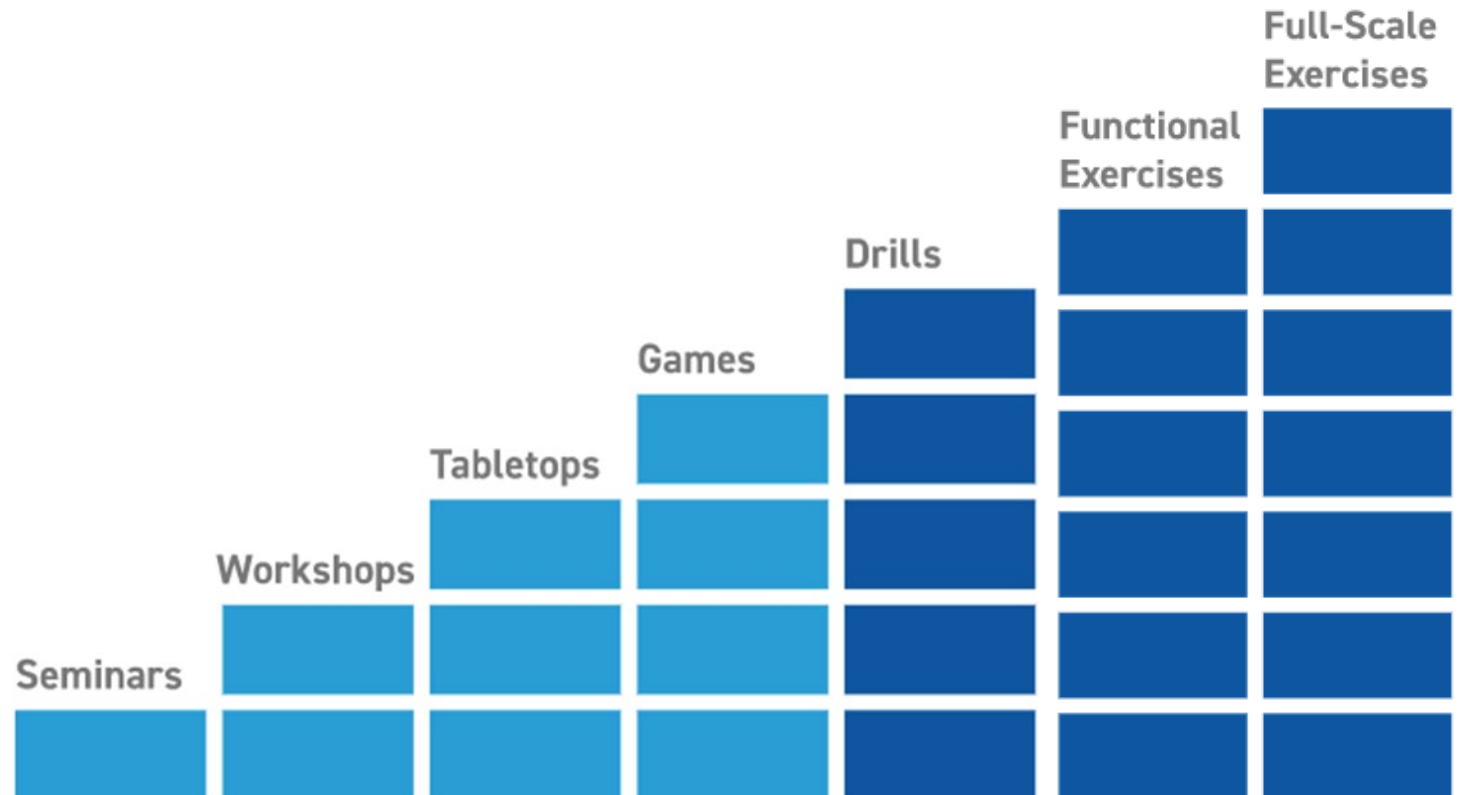
- Operations-based
- Validates multiple functions
- Movement of personnel and equipment is usually simulated
- Example – Emergency Operation Center activation exercise



FULL-SCALE EXERCISE (FSE)



- Operations-based
- High stress, multi-agency, multi-jurisdictional activities
- Most complex
- Resource-intensive
- Many moving parts



HSEEP

WHAT IS HSEEP?



- Homeland Security Exercise and Evaluation Program
- Set of guiding principles, common approaches and common methodology for planning and conducting exercises
- Flexible
- Improves preparedness





10_06_06

IDHS POLICY



- All exercises conducted by IDHS must use HSEEP
- EMPG-funded individuals must participate in one HSEEP compliant or HSEEP consistent exercise in a year
- Grant-funded exercises must be reviewed for HSEEP compliance by the IDHS Exercise Section
- IDHS exercise staff approves/denies and track exercises as HSEEP compliant when requested
- Sign-in sheet(s), and/or email PDF verification

EXERCISE DOCUMENTATION – SEMINAR, WORKSHOP AND GAME



- Pre-planning meetings sign-in sheets and agendas
 - Initial Planning Meeting (IPM)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Presentations – if applicable
 - Agenda for exercise event
 - Exercise participant rosters/sign-in sheet
 - Executive summary

EXERCISE DOCUMENTATION – TABLETOP



- Pre-planning meetings sign-in sheets and agendas
 - Initial Planning Meeting (IPM)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Agenda for exercise event
 - Situation manual
 - Exercise evaluation guides
 - Exercise participant rosters/sign-in sheet
 - After Action/Improvement Plan



- Pre-planning meetings
- Sign-in sheets and agendas
 - Concept and Objectives Meeting (C&O Meeting)
 - Initial Planning Meeting (IPM)
 - Midterm Planning Meeting (MPM)
 - Master Scenario Events List Meeting (MSEL Meeting)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Agenda for exercise event
 - Exercise Plan
 - Master Scenario Events List
 - Controller/Evaluator Handbook
 - Exercise Evaluation Guides
 - Exercise participant rosters/sign-in sheet
 - After-Action/Improvement Plan

IDHS HELPFUL TIPS



- Use the templates (not required, but recommended)
 - If using your own version, documentation should still include the key components necessary, i.e., objectives and areas of improvement
- Exercise kits
- Ask for assistance if you are planning an exercise with a hazard you have never exercised before. We can help.
- Use core capabilities; no longer using target capabilities/mission areas
- SMART objectives



IDHS HELPFUL TIPS CONT.

- Progressive Planning and THIRA/SPR data-driven exercises
- Small exercise? HSEEP is flexible. Combine a planning meeting if necessary. Use a conference call or webinar for a planning meeting if you must. Just make sure you create an agenda and document who participated on the call
- Well-written After-Action Reports, to include Corrective Action Plans, are important to the improvement process and can be a valuable tool to inform organization and community leaders



REFERENCE MATERIAL



- HSEEP
 - <https://www.fema.gov/sites/default/files/2020-04/Homeland-Security-Exercise-and-Evaluation-Program-Doctrine-2020-Revision-2-2-25.pdf>
- Exercise Templates
 - <https://www.in.gov/dhs/emergency-management-and-preparedness/exercise-section/#Templates>
- FEMA Independent Study: IS-0120.c – An Introduction to Exercises
- IDHS Exercise Guide
 - <https://www.in.gov/dhs/files/IDHS-Exercise-Guide.pdf>
- FEMA Mission Areas and Core Capabilities
 - <https://www.fema.gov/core-capabilities>

REFERENCE MATERIAL



- Support Requests
 - <https://on.in.gov/exercise-support>
- Recent Exercises at a Glance
 - <https://www.in.gov/dhs/files/idhs-exercises-at-a-glance-2023.pdf>
- Integrated Preparedness Schedule
 - <https://www.in.gov/dhs/files/integrated-preparedness-schedule-2024-2026.pdf>
- HSEEP Compliance 2020-2024 Table
 - <https://www.in.gov/dhs/files/HSEEP-Compliance-2020-2024.pdf>

QUESTIONS?

exercise@dhs.in.gov

Ashley Baldwin
State Exercise Officer
abaldwin@dhs.in.gov
317-501-6244

Jess Kindig
North Exercise Program Manager
jkindig@dhs.in.gov
317-600-8330

Elaina Derrer Aprea
Central Exercise Program Manager
ederrer@dhs.in.gov
317-617-6940

Grace Ellenburg
South Exercise Program Manager
aellenburg@dhs.in.gov
317-690-5156