



EXERCISE PROPOSAL

Indiana Emergency Response Commission
January 2024



LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at

<https://on.in.gov/lepc-reports>.



DUE DATE

Due May 1.

The LEPC votes on the type of exercise before the proposal can be submitted into TIER II.



EXERCISE PLANNING MEETINGS

- Concept and objectives (C&O)
- Initial planning meeting (IPM)
- Midterm planning meeting (MPM)
- Master scenario events list (MSEL) meeting
- Final planning meeting (FPM)
- In-progress reviews (IPR)
- Controller/evaluator (C/E) briefing
- After-action conference (AAC)



EXERCISE PROPOSAL REQUIREMENTS

- Exercise type
- HSEEP approval: Yes or No
- Start date
- End date
- Location
- City
- County
- Incident type
- Scenario
- Chemical name
- Is it EHS: Yes or No
- CERCLA: Yes or No
- Quantity
- Agency on scene: Yes or No
- At least four (4) participating key agencies



HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP)

HSEEP is flexible. LEPCs can always hold more meetings than what is listed. At a minimum, hold and submit the necessary documentation for the following to be considered HSEEP.



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 — 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 the IDHS Exercise Section if the exercise was funded by federal grants.

HSEEP Consistent:

Exercises tied to non-federal grant funds do not need to be reviewed by the IDHS Exercise Section but should still be planned, executed and evaluated in accordance with the HSEEP doctrine.



DISCUSSION-BASED EXERCISES

- Seminars
- Workshops
- Tabletop exercises (TTXs)
- Games

Required planning meetings are:

- initial planning meeting
- final planning meeting



HSEEP DOCUMENTATION BY EXERCISE TYPE

DISCUSSION-BASED

Seminar, workshop, or 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

Tabletop (TTX):

- 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



OPERATIONS-BASED EXERCISES

- Drills
- Functional Exercises (FEs)
- Full-Scale Exercises (FSEs)

Required planning meetings are:

- concept and objectives meeting
- initial planning meeting
- midterm planning meeting
- master events scenario
- final planning meeting



HSEEP DOCUMENTATION BY EXERCISE TYPE

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



EXERCISE DOCUMENTATION TERMS

- Situation manual (SitMan)
- Exercise plan (ExPlan)
- Facilitator guide
- Controller and evaluator (C/E) handbook
- Master scenario events list (MSEL)
- Exercise evaluation guides (EEGs)
- Participant feedback form
- Executive summary
- After-Action Report/Improvement Plan (AAR/IP)



MULTI-COUNTY EXERCISE PROPOSAL

- All counties must ensure the other county is mentioned in the scenario.
- All counties must ensure that the chemical being used is one that one of the county's has, goes through either county or a chemical approved by the IERC.
- All counties must be involved in the planning process and they both must also participate in the exercise.
- If this is a multi-county exercise and the individual counties are requesting HSEEP review, each county requesting review must upload the HSEEP paperwork in Tier II.



RESOURCES

- Indiana HSEEP Compliance 2020-2024
 - <https://www.in.gov/dhs/files/HSEEP-Compliance-2020-2024.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>
- IDHS Exercise Guide
 - <https://www.in.gov/dhs/files/IDHS-Exercise-Guide.pdf>
- Independent Study Courses
 - IS-120.c – An Introduction to Exercises - bit.ly/IS120c
 - IS-130.a – How to Be an Exercise Evaluator - bit.ly/IS130a



If you have any questions about other exercises,
contact the IDHS Exercise Section
at exercise@dhs.in.gov.



If you have any questions, please email:

Jackie Pulley at jpulley@dhs.in.gov

or

Melissa Amerman at mamerman@dhs.in.gov

THE END

