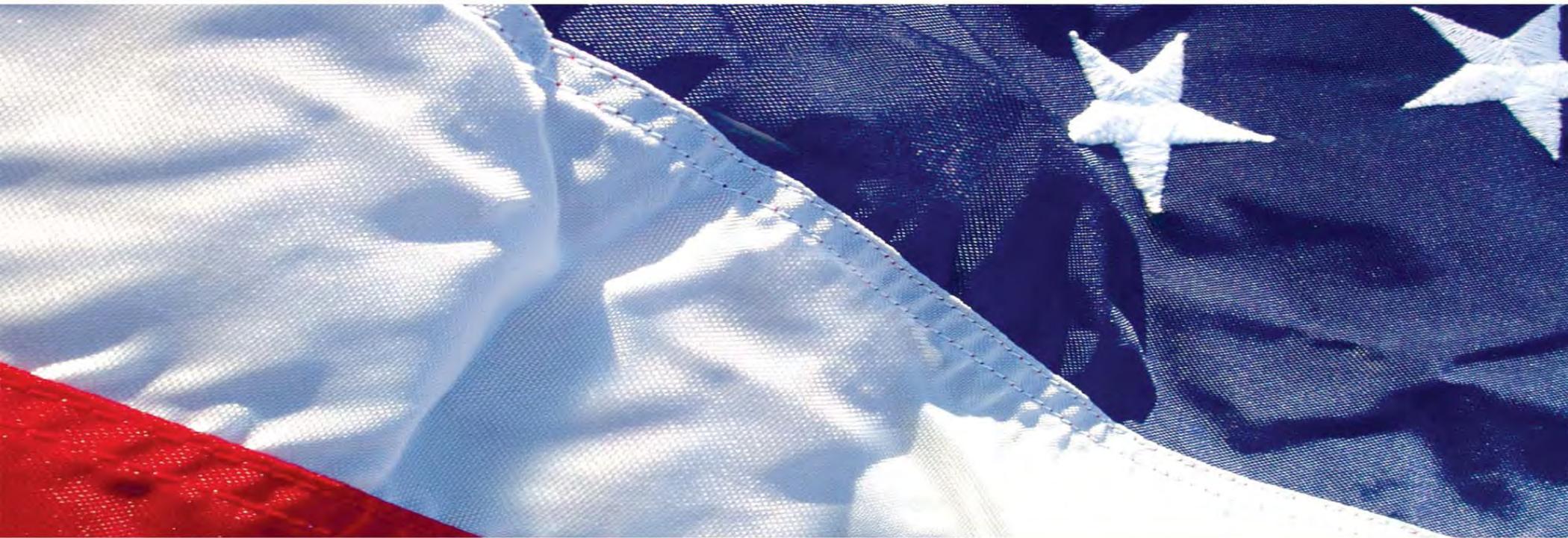


2008 Medical Reserve Corps National Leadership and Training Conference



Prepared Volunteers, Resilient Communities, Strong Nation



April 8–11, 2008

Portland, Oregon



Robert Goff & Greg Galfano
Tennessee Department of Health

MRC EXERCISE 101: A DO-IT-YOURSELF WORKSHOP

Objectives

- Recognize the steps necessary to assemble an exercise
- Explain the process of conducting a live exercise
- Become familiar with the components of exercise evaluation in the Homeland Security Exercise and Evaluation Program (HSEEP)

Why exercise?

- Funding may depend on it
- More efficient response
- National Incident Management System (NIMS) compliance
- To be “healthier”
- It just makes good sense

Homeland Security Exercise & Evaluation Program (HSEEP) Compliance

- “...adherence to specific HSEEP-mandated practices for exercise design, conduct, evaluation, and documentation.”

HSEEP Policy & Guidance

- Volume I – HSEEP Overview and Exercise Program Management
- Volume II – Exercise Planning and Conduct
- Volume III – Exercise Evaluation and Improvement Planning
- Volume IV – Sample Exercise Documents and Formats
- Volume V – Prevention Exercises

HSEEP Home - Microsoft Internet Explorer

Address: https://hseep.dhs.gov/pages/1001_HSEEP7.aspx

FEMA Homeland Security Exercise and Evaluation Program

Home About HSEEP HSEEP Toolkit Feedback Press Room Contact Us

What's New

The HSEEP Toolkit Demonstration is a flash demonstration that provides a high-level overview of how to use the HSEEP Toolkit and its sub-systems.
[Learn More](#), Nov 2007

The NSEC Guidance has been created to provide a map of the appropriate exercise courses individuals might take from exercise beginner to professional level.
[Learn more](#), Nov 2007

IS 120.A: An Introduction to Exercises has been released by the NSEC in its final version on the FEMA Independent Study Distance Learning Site. Students may receive EMI Distance Learning credit for the course.
[Course link](#), new

IS 130: Exercise Evaluation and Improvement Planning has been released by the NSEC in its final version on the FEMA Independent Study Distance Learning Site. Students

HSEEP Mission

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

The Homeland Security Exercise and Evaluation Program (HSEEP) constitutes a national standard for all exercises. Through exercises, the National Exercise Program, supports organizations to achieve objective assessments of their capabilities so that strengths, and areas for improvement are identified, corrected and shared as appropriate prior to a real incident. To learn more about the HSEEP program, click on the About HSEEP tab listed above.

The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.




HSEEP Policy and Guidance

[HSEEP 101](#)

[Volume I: HSEEP Overview and Exercise Program Management](#)

[Volume II: Exercise Planning and Conduct](#)

[Volume III: Exercise Evaluation and Improvement Planning](#)

- [Exercise Evaluation Guides \(EEG\)](#) ^{new}

[Volume IV Library: Sample Exercise Materials](#)

Training

[HSEEP Toolkit Demonstration](#) ^{new}

[National Standard Exercise Curriculum](#)

[IS 120.A: An Introduction to Exercises](#) ^{new}

[IS 130: Exercise Evaluation and Improvement Planning](#) ^{new}

[HSEEP Mobile Course](#)

[Related Courses](#)

Technology

[HSEEP Toolkit Login](#)

[HSEEP Toolkit: Overview](#)

- [National Exercise Schedule \(NEXS\) System](#)
- [Design and Development System \(DDS\)](#)
 - [Master Scenario Events List \(MSEL\) Builder](#) (beta)
 - [Exercise Evaluation Guide \(EEG\) Builder](#) (beta)

Regional Exercise Support Program

[Regional Exercise Support Information Bulletin](#) ^{new}

[Regional Exercise Support Program Guide](#) ^{new}

- [Regional Exercise Support Application](#) ^{new}

[Training and Exercise Planning Workshops](#)

[HSEEP Mobile Training Course](#)

Upcoming Events and Exercises

[National Preparedness Month](#)

Exercise Resources

[Lessons Learned and Good Story Highlights](#)

[LLIS.gov Exercise Best Practice](#) Sep 2007

[HSEEP AAR-IP Template 2007](#) Mar 2007

[Draft template for a Multiyear Training and Exercise Plan](#) Mar 2007

[Training and Exercise Planning Workshop User's Handbook](#) Mar 2007

[Improvement Planning Conference User's Handbook](#) Mar 2007

[Volume IV Library](#)

HSEEP Toolkit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hseep.dhs.gov/HSEEP_EM/ToolkitHome.aspx

Y! Web Search Bookmarks Settings Pop-Up Blocker Answers Games Anti-Spy

HSEEP Toolkit Add Tab

FEMA HSEEP Toolkit

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****NEW** Single Sign-On Feature for HSEEP Toolkit**

Welcome Robert Goff

The HSEEP Toolkit is an integrated system of design, development, evaluation, and improvement planning tools, which together provide a collaborative environment for planners at both the exercise program and project management levels. It is a key element of the Preparedness Division's overall strategy to create self-sustaining exercise programs. Included in the HSEEP Toolkit are the National Exercise Schedule (NEXS) System, Design and Development System (DDS), and the Corrective Action Program (CAP) System.

NEXS	National Exercise Schedule (NEXS) System
DDS	Design and Development System (DDS)
CAPS	Corrective Action Program (CAP) System

Single Sign-On allows users to:

- Logon to all Toolkit systems through a single interface;
- Logon to the Toolkit with a valid username and password for either the National Exercise Schedule (NEXS) System, the Design and Development System (DDS), or the Corrective Action Program (CAP) System; and
- Access toolkit systems within one session.

HSEEP TOOLKIT SYSTEMS

Exercise FOUO

Done Internet

Exercise Processes

- Training
- Planning
- Exercising
- Evaluating

Training

- IS 120A – An Introduction to Exercises
- IS 130 – Exercise Evaluation and Improvement
- IS 139 – Exercise Design
- IS 244 – Developing and Managing Volunteers
- Other
 - Master Exercise Practitioner Program (MEPP)
 - Agency-required training
 - Etc.

Planning

1. Synchronize the exercise with plans and training programs
 - Develop objectives
 - If no plan exists, one can be developed through workshops and seminars
 - Determine training needs
2. Determine which Target Capabilities to use in developing exercise objectives
 - There are 37 Target Capabilities, but not all will (or should) apply

Planning (cont.)

3. Determine the type of exercise that would most appropriately evaluate your objectives

- Discussion-based exercises
 - » Seminar
 - » Workshop
 - » Tabletop exercise (TTX)
 - » Game
- Operations-based exercises
 - » Drill
 - » Functional exercise (FE)
 - » Full-Scale exercise (FSE)

Planning (cont.)

4. Determine cost and funding
5. Assemble the planning team
6. Set the date
7. Draft the exercise plan
 - Concepts and Objectives Meeting
 - Initial Planning Conference (IPC)
 - Mid-Term Planning Conference (MPC)
 - Master Scenario Events List (MSEL) Conference
 - Final Planning Conference (FPC)

Exercising

- Exercise Staff
 - Facilitators
 - Controllers
 - Evaluators
 - Players
 - Observers
- Run the exercise
 - Safety
 - Setup
 - Briefing

Evaluating

- Hot wash
- Debrief
- After-Action Report (AAR) / Improvement Plan (IP)
 - Corrective actions

Corrective Action Program (CAP) System Home Page - Microsoft Internet Explorer

Address: https://209.189.228.44/caps/homeSummary.do

FEMA HSEEP Toolkit
Corrective Action Program (CAP) System

Toolkit Home | CAPS Home | Content Management | My Account | Reports Resources | Feedback | Help | HSEEP Home | Logout



CAP System Home
CAP Training, welcome to the CAP System.

Alerts

- 2 Corrective Action Updates
- 39 Overdue Corrective Actions
- 13 Assignment Updates
- 8 Overdue Assignments

Please select one of the tabs below to view current Improvement Plan data.

Summary | Active Improvement Plans | My Assignments | Organization Assignments | My Events | My Roles

Improvement Plans across District of Columbia as of 03/10/2008



Improvement Plans
Total Improvement Plans: 8
Total Recommendations: 19
Total Corrective Actions: 38

Corrective Actions
Current In Progress: 2
Current Overdue: 31
Complete (year-to-date): 1

DISTRICT OF COLUMBIA

District of Columbia Corrective Action Summary

Select an option below:

- Status
- Target Capability
- Capability Element
- Due Date
- Assignment



- Open
- Complete - On Schedule
- Complete - Overdue
- On Hold
- In Progress - Overdue

Resources

- FEMA HSEEP Toolkit
https://hseep.dhs.gov/HSEEP_EM/ToolkitHome.aspx
- Lessons Learned Information Shared
<http://www.LLIS.gov>
- FEMA Training
<http://training.fema.gov/IS/crslist.asp>

Acknowledgements

- Florida Department of Health, Division of Emergency Medical Operations, Office of Public Health Preparedness
- Tennessee Department of Health, Public Health Emergency Preparedness Program
- Tennessee Office of Homeland Security
- Department of Homeland Security, Federal Emergency Management Agency

SAMPLE EXERCISE

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