

**Minnesota Department of Health Homeland
Security Exercise and Evaluation Program
(HSEEP) Training Cards**

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Acronym List

AAC	After Action Conference
AAR/IP	After Action Report and Improvement Plan
CAP	Corrective Actions Program of HSEEP Toolkit
C/E	Controller and evaluator book
C&O	Concept and Objectives meeting
DDS Toolkit	Design and Development System of HSEEP
EXPLAN	Exercise Plan
FE	Functional Exercise
FPC	Final Planning Conference
FSE	Full-scale Exercise
HSEEP Program	Homeland Security Exercise and Evaluation
PC	Initial Planning Conference
MPC	Middle Planning Conference
MSEL	Master Scenario Events List
NEXS	National Exercise Scheduler of HSEEP Toolkit
TTX	Tabletop exercise

Sources

1. Homeland Security Exercise and Evaluation Program Volume II. Exercise Planning and Conduct
https://hseep.dhs.gov/pages/1001_HSEEP7.aspx
2. Minnesota Department of Health, Office of Emergency Preparedness
3. For more information, contact Elizabeth Tangwall at Elizabeth.tangwall@state.mn.us or call 651-201-5127.

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Correct order of MDH Homeland Security Exercise and Evaluation Program (HSEEP) Training Cards

1. Concept and Objectives Meetings
2. Initial Planning Conference
3. Middle Planning Conference
4. MSEL Conference
5. Final Planning Conference
6. Controller and Evaluator Briefing
7. Player Briefing
8. Player Hotwash
9. Controller and Evaluator Debriefing
10. After Action Report and Improvement Plan (AAR/IP)
11. Conduct Exercises
12. After Action Conference

Concept and Objectives Meetings

When:

Tabletop exercise (TTX) – 4-5 months before exercise
Functional exercise (FE) – 7-8 months before exercise
Full-scale exercise (FSE) –12-13 months before exercise

Outcomes:

1. Purpose and goals of the Exercise
2. Type of exercise
3. Budget for the exercise
4. Timeframe and location
5. Participating jurisdictions, agencies, and organizations
6. Who should be represented on the exercise planning team
7. Date for the Initial Planning Conference

Initial Planning Conference

When:

Tabletop exercise (TTX) -- 4 months before exercise
Functional exercise (FE) -- 7 months before exercise
Full-scale exercise (FSE) --12 months before exercise

Outcomes:

1. Scope of the exercise Exercise Name
 - Purpose
 - Type of exercise
 - Participants—level of participation
 - Date
 - Location
 - Goals and Objectives (must be associated with Target Capabilities)
 - Exercise assumptions and artificialities (requirements and conditions)
 - Scenario variables—time, location, hazard selection
2. Identify Exercise Director, Control Lead, Evaluation Lead, and Logistics Lead
3. Begin documentation—OEP Exercise Notification Form (mirrors information that is submitted to the National Exercise Scheduler (NEXS) at the HSEEP site.
4. Assign responsibilities for Exercise Plan (EXPLAN)/(Situation Manual in a tabletop exercise). Controller and Evaluator Book (C/E Book)

Middle Planning Conference

When:

FE—4 months before exercise
FSE—6 months before exercise

Outcomes:

1. Review documentation—EXPLAN, Draft of Controller and Evaluator Handbook with the Master Scenario Events List (MSEL)
2. Possible walkthrough of exercise site/layout
3. Develop the MSEL exercise timeline, associated scenario injects or determine if one or more MSEL conferences will be needed.
4. Review Logistics needs for the exercise
5. Assign additional responsibilities with date of completion
6. Determine date and time for MSEL conference(s) and Final Planning Conference (FPC).

MSEL* Conference

When: 90 days before exercise

Outcomes:

1. Identify major and minor events that should occur during the exercise.
2. Determine expected responses event by each player
3. Determine if the conditions established will trigger the expected response, provide a secondary prompt through a message/data inject to be used if needed.
4. Determine what responses need an informational inject to stimulate the expected response.
5. Identify the method used to introduce each message/data inject.
6. Organize major and minor events and messages chronologically; assigning a time for each event/message.
7. Create the draft MSEL document
8. Additional assignments and date to complete the MSEL

* Master Scenario Events List

Initial Planning Conference

Concept and Objectives Meetings

MSEL* Conference

Middle Planning Conference

Final Planning Conference

When:

TTX – 45 days before exercise
FE, FSE – 60 days before exercise

Outcomes:

1. Review the entire exercise processes and procedures. No major changes should occur at the FPC.
2. Resolve any open issues related to the exercise documents and materials.
3. Review and verify the logistics needs of the exercise.
4. Determine additional assignments and completion date.
5. Conduct a final comprehensive review of all documents:
 - the EXPLAN/ SITMAN
 - C/E Book with the MSEL
 - Player book
 - Briefing materials (for player briefing and controller/evaluator training)
 - Reference materials to be provided to players

Controller and Evaluator Briefing

When: 2 to 5 days before exercise

Outcomes:

1. Review the C/E Book
2. Identify all assignments and locations
3. Provide badges/identification
4. Walk through of exercise site if possible
5. Q&A

Player Briefing

When: Immediately before exercise

Outcomes:

1. Provide badging/identification
2. Review the Player Book
3. Review references
4. Overview of exercise site
5. Review Safety and Call-off procedures

Conduct Exercises

When: During the exercise

Controllers:

1. Initiate the play and monitor players' actions
2. Monitor and record the injects and player expected actions
3. Ensure participants' safety

Players:

1. Respond to the events and injects

Evaluators:

2. Observe players' actions
3. Record significant decisions/actions/outcomes
4. Help ensure participants' safety of the by reporting to the controller

Controller and Evaluator Briefing

Final Planning Conference

Conduct Exercises

Player Briefing

Player Hotwash

When: Immediately after the exercise (next day if exercise ends late or not all players present)

Outcomes:

1. Participant feedback What went well and should be continued
2. What did not go well and should be improved
3. Recommendations on how to improve
4. Recover badges/identification
5. Recover reference materials

Controller and Evaluator Debriefing

When: Within a week after the exercise

Outcomes:

1. Review the exercise and note changes from the MSEL
2. Document controller and evaluator observations
3. Recover badges/identification

After Action Report and Improvement Plan (AAR/IP)

When: Draft After Action Report and Improvement Plan (AAR/IP) within 3 to 5 weeks of the exercise

Outcomes:

1. Content from
 - exercise documents
 - participant feedback forms
 - Player hotwash notes
 - Controller and Evaluator debriefing notes
2. Identify the participants for the After Action Conference (AAC)
3. Date and invitations sent out for After Action Conference
4. Draft AAR/IP reviewed by exercise planning team
5. Draft AAR/IP sent to participants of After Action Conference at least a week prior to the date.

After Action Conference

When: No later than 60 days after the exercise

Outcomes:

1. Review the After Action Report
2. Review, revise, accept or decline each recommendation in the Improvement Plan matrix
3. For accepted recommendations, define the corrective actions
4. Assign corrective actions and due dates
5. Finalize the AAR/IP

Controller and Evaluator Debriefing

Player Hotwash

After Action Conference

**After Action Report and Improvement Plan
(AAR/IP)**