

Massachusetts Department of Public Health
Emergency Preparedness Bureau

Homeland Security Exercise and Evaluation (HSEEP) Overview

What is HSEEP?

- A capabilities-based exercise program that provides a standardized methodology and consistent terminology for designing, developing, conducting and evaluating all exercises
- Establishes common language and concepts to be adopted and used by various agencies and organizations
- Provides tools and resources to help build self-sustaining exercise programs
- Includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction
- Meets the National Incident Management System (NIMS) and the National Response Framework (NRF) doctrine and protocols

Capabilities-Based Planning

“Capabilities-based planning is defined as planning, under uncertainty, to build capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice”

Target Capabilities List (TCL) Version 2.0
August 2005

Target Capabilities List (TCL)

- There are presently 37 Target Capabilities identified under HSEEP
- Each Capability has tasks associated with it that are derived from the Universal Task List (UTL) of which there are presently 1,600
- Each Capability also has an associated Exercise Evaluation Guide (EEG)

National Planning Scenarios

- The Federal interagency community has developed 15 all-hazard planning scenarios for use in all types of exercises
- The scenarios are planning tools that represent a range of potential terrorist attacks and natural disaster and the related impacts
- Objective was to develop a minimum number of credible scenarios in order to establish the range of response requirements to facilitate preparedness planning.

Source: National Planning Scenarios Document

HSEEP Components

- HSEEP addresses the range of exercise evaluation issues through a blended approach involving four related program areas:
 - Policy and Guidance—Providing the strategic direction for exercise and evaluation programs Nationwide
 - Training—Offering courses and tutorials on the many HSEEP plans, policies, and requirements
 - Technology—Ensuring that Federal, State, and local jurisdictions have the tools necessary to plan and implement exercise programs
 - Direct Support—Supporting jurisdictions across the Nation through funding, training, and other exercise support

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:

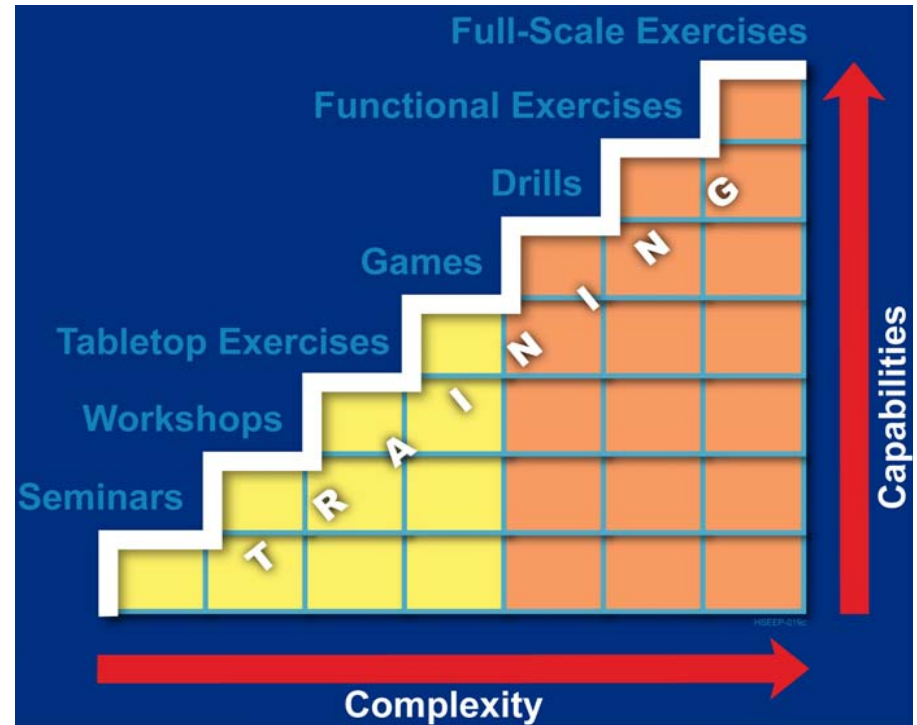
1. Conduct annual Training and Exercise Plan Workshop (T&EPW) and develop and maintain Multi-year Training and Exercise Plan.
2. Plan and conduct exercises in accordance with guidelines in HSEEP Volumes I-III
3. Develop and submit a properly formatted After Action Report/Improvement Plan (AAR/IP)
4. Track and Implement corrective actions identified in AAR/IP

HSEEP Compliance in Detail

- Sub-requirements of compliance categories include:
 1. T&EPW Multi-year Training and Exercise Plan
 - Should reflect capabilities-based planning
 - Should follow “building-block approach”
 2. Exercise Planning and Conduct
 - Should include appropriate documents, including Situation Manual (SITMAN), Exercise Plan (EXPLAN), Master Scenario Events List (MSEL), Controller/Evaluator (C/E) Handbook
 3. After Action Reporting
 - Should be based on observations collected using Exercise Evaluation Guides (EEGs)
 - Should be finalized at an After Action Conference
 4. Improvement Planning and Corrective Actions
 - Should be measurable, with specific deadlines and leads
 - Should be monitored and reviewed as part of organizational CAP

Two Types of Exercises

- Discussion-Based
 - Seminars
 - Workshops
 - Tabletops
 - Games
- Operations-Based
 - Drills
 - Functional
 - Full-Scale



HSEEP building-block approach

Seminars

- Informal discussion led by a presenter
- Not constrained by the presentation of real-time events
- Designed to orient participants to new or updated plans, policies or procedures.

Workshops

- Emphasis is placed on building a product (such as a draft plan)
- Participant interaction is increased
- Must be highly focused on a specific issue with a clearly defined outcome

Tabletops (TTX)

- Very Low Stress
- Participant interaction is further increased
- Evaluation of the objectives not the participants
- Recommended for assessing plans, policies and procedures and identifying strengths and weaknesses
- Great learning tool to help people become comfortable in their roles

Games

- A simulation of operations often involving several teams
- Depicts actual or assumed real-life situations
- Allows for decision-makers to see the consequences of their decisions
- Frequently now uses computer simulation

Drills

- Used to validate a single, specific operation or function of a single agency/organization
- Used to train on new equipment, test new plans or procedures, practice/maintain skills
- Attributes are:
 - A narrow focus, measured against established standards
 - Immediate feedback
 - Realistic environment
 - Performance in isolation

Functional Exercise (FE)

- No real movement of assets, but played in a highly stressful, fast-paced environment
- Usually used to test the direction and control functions within IC, UC or EOCs
- Participants are presented with realistic, complex problems that require rapid and effective responses.

Full-Scale Exercise (FSE)

- Are as ‘real-life’ as possible
- Include actual response to an event (scene)
- Play is in real-time
- Should involve multiple agencies or jurisdictions
- Extremely complex

HSEEP Conferences & Documentation

- Not as overwhelming as it may seem
- Tools are available to help guide you
- You probably do most of it now and don't realize it
- Specific to the type of exercise being conducted

Exercise Objectives

- Describe the performance you expect from participants
- The SMART principle:
 - **S**imple
 - **M**easurable
 - **A**chievable
 - **R**ealistic
 - **T**ask-oriented

Exercise Objectives cont..

- An exercise objective should state:
 - **Who** (HazMat team)
 - should do **what** (perform Decon)
 - under **what conditions** (during chemical spill)
 - according to **what standards** (in accordance with existing EOPs).

Exercise Evaluation

- Guided by the use of EEGs
- Used to create the AAR/IP
- Identifies strengths and areas for improvement
- Evaluation of the objectives, not the person
- Use of HSEEP ensures compliance with NIMS and provides for a standardized methodology for all exercises
- Include “Hotwash” and Debrief

HSEEP toolkit

- An interactive, on-line system for exercise scheduling, design, development, conduct, evaluation and improvement planning. This web-based application provides exercise planners the appropriate templates and guidance for developing master task lists, timelines, planning teams and exercise documentation.

HSEEP toolkit

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

Questions



Roberta M. Clarke, MEP
Exercise and Training Manager
office: 617-624-5721
cell: 617-217-8158
roberta.clarke@state.ma.us

www.hseep.dhs.gov
www.llis.dhs.gov