



Homeland Security Exercise and Evaluation Program (HSEEP)

Volume IV: Sample Documents and Formats

February 2006



Homeland
Security

U.S. DEPARTMENT OF HOMELAND SECURITY

Homeland Security Exercise and Evaluation Program

**Volume IV: Sample Exercise Documents
and Formats**

Introduction

Homeland Security Exercise and Evaluation Program (HSEEP) Volume IV: Sample Documents and Formats provides sample exercise documents and formats to be used and/or modified by exercise planners when designing and developing exercises and managing exercise programs. Included materials are organized consistent with the outline and contents of the other volumes in the HSEEP manual series.

Contents

- Program Management - Contains sample materials for use in developing and managing an exercise program, such as Project Management Timelines.
- Planning - Contains sample materials for designing, developing, conducting, and evaluating exercises, such as example Situation Manuals (SITMANs) and Exercise Evaluation Guides (EEGs).
- Multimedia Library - Contains video clips, sounds, and pictures that may be inserted into documentation or presentations to add a sense of realism.
- References - Contains homeland security community resources such as publications, Web sites, and acronyms/definitions.
- Volunteered Materials - Contains examples of documentation posted voluntarily by the planners and program managers who used them in actual exercises and exercise programs.

It is the intention that exercise planners with any level of exercise experience can use these samples. *HSEEP Volumes I and II* provide Project Management Timelines which support the use of these templates by listing the systematic process and action items to be accomplished during each phase of exercise planning, conduct, and evaluation. These sample documents support the planning, conduct, and evaluation phases and processes discussed in *HSEEP Volumes I, II, III, and V*. Many of the *HSEEP Volume IV* sample documents also include a brief description and instructions for their use.

Document Modification

The sample materials provided in *HSEEP Volume IV* represent a useful set of resources for planning, conducting, and evaluating a successful exercise, but are not exhaustive. They are meant to serve as a starting point from which exercise planners should incorporate the goals and unique considerations of the exercising entity, thus tailoring the exercise to their specific needs.

Users should keep in mind that all materials can be adapted to accommodate any exercise focus, type, scenario, or scope. Reflecting the “all-hazards” approach of the HSEEP Policy and Guidance, *Volume IV* materials can be modified to address any preparedness issue. Likewise, the materials should be adaptable to any of the seven HSEEP-recognized exercise types (seminar, workshop, tabletop, game, drill, functional [FE], and full-scale [FSE]). For example, an Exercise Plan (EXPLAN) originally developed for a FSE could be altered to meet the requirements of a FE as well. Further, the original scope or scale included in the sample exercise materials can be altered to accommodate

either a larger or smaller exercise.

To facilitate modifications, *HSEEP Volume IV* provides templates and example materials. Templates use an outline format for commonly used exercise materials that users can modify and tailor to meet specific needs. Example materials are finished products that demonstrate what a template product should look like when completed. Users may choose the format with which they feel most comfortable but should exercise caution when using example materials – particularly those containing scenario-related information such as Situation Manuals (SITMANs) – and not simply fill-in-the-blank or copy-and-paste information into a document without ensuring content accuracy and pertinence.

HSEEP Volume IV materials are not disseminated in an effort to design and develop “canned” or “boiler-plate” exercises. The intent behind making these documents available to a wide audience is to lessen the burden on exercise planners. Many of these materials, especially those that present an exercise scenario, should be tailored to reflect the specific requirements of a given exercise. Tailoring creates a unique exercise that is custom fitted to the specific needs or attributes of the participants and provides an added dimension of exercise realism. However, it is important to remember that exercise success is ultimately based on participant actions, be they discussions or actual response activities. Exercise documents and materials simply lay the foundation for these player actions.

Exceptions to Modification

While all *HSEEP Volume IV* sample materials are designed and arranged to be adaptable and easily modified, certain documents – the After Action Report/Improvement Plan (AAR/IP), and Exercise Evaluation Guides (EEGs) – should remain in the same format. Whereas most exercise documentation has a generally accepted but highly flexible structure, these two items have an expressly defined format and structure and consequently, should remain in the provided formatting style.

Document Sources

Many of the *HSEEP Volume IV* materials are based on proven exercise programs, have been vetted through several organizations, and have gone through numerous iterations and revisions. Whereas it is evident that many materials derive from the same program, *HSEEP Volume IV* is intended to be a compilation of best practice materials from a variety of exercise programs. Likewise, although these materials are disseminated on behalf of DHS and its partner agencies, the processes and documents can be adapted to exercise programs sponsored by other Federal agencies or any organization.

Available Electronic Formats

Electronic versions of *HSEEP Volume IV* materials are available **only** in Microsoft Word and PowerPoint.

Volume Evolution

HSEEP Volume IV materials are constantly evolving based on innovative ideas and changing conditions. In an effort to provide users with the best example materials available, new, updated, and revised materials will be posted to the DHS website as they become available. As stewards of the HSEEP, the DHS Preparedness Directorate's Office of Grants and Training (G&T) will accept ideas, documentation, or innovative materials for enhancing the exercise planning process. Program users can submit comments and volunteer materials for inclusion in the *HSEEP Volume IV* database directly through hseep@dhs.gov or by calling the G&T Centralized Scheduling and Information Desk (CSID) Help Line at (800) 368-6498.

For Official Use Only (FOUO)

The information and materials provided in *HSEEP Volume IV* are unclassified. However, some materials may require further restrictions once jurisdiction- or organization-specific data has been added. Exercise materials that are produced in accordance with HSEEP guidance and are deemed sensitive should be designated as "For Official Use Only" (FOUO). FOUO is not a classification but it does make clear to participants that the material is sensitive and should be handled with care. Examples of materials that may require FOUO designations include AAR/IPs, Master Scenario Event Lists (MSELs), and materials that include scenario information.