

HSEEP Mechanics Self-Paced Training Written Transcript

Module 1

Slide Text:

Homeland Security Exercise and Evaluation Program
HSEEP Mechanics Training
(Image – man turning gears, “HSEEP: Plan, Train, Exercise & Evaluate”)

Slide Text:

Course Information

Prior to beginning this class, please download the HSEEP Mechanics Manual to use throughout the class presentation.

- HSEEP Mechanics Manual – Florida Department of Health, Division of Emergency Medical Operations, Bureau of Preparedness and Response, Training website (<http://www.doh.state.fl.us/demo/php/training.htm#exercise>)

It is also helpful to take the following courses.

- IS 120/120.a – An Introduction to Exercises and IS 130 – Exercise Evaluation and Improvement Planning
 - HSEEP Internet site (https://hseep.dhs.gov/pages/1001_HSEEP7.aspx)
 - FEMA Independent Study website (<http://training.fema.gov/IS/>)

The HSEEP Mechanics Self-Paced Training presentation operation:

- Many slides in the presentation advance automatically, however, participants can advance, pause, or review slides as needed using the controls at the bottom of the screen. (Image – picture of the advance button, pause button, and reverse button)
 - The navigation bar on the left side of the screen can assist with presentation status and screen selection.
 - A script of the audio and slide text is available in the navigation bar “Notes” tab.
 - To return to the website to complete the next module, click the “back button” at the top of the computer screen. (Image: picture of the back button)
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Audio Text:

Welcome to the Homeland Security Exercise and Evaluation Program Self-Paced Training Course. The Homeland Security Exercise and Evaluation Program is often abbreviated as “HSEEP.” This online course is based on the Florida Department of Health *HSEEP Mechanics Training Manual*. Knowledge of this manual and successful completion of this course will help to ensure that your exercises are HSEEP-compliant and stimulating for your exercise players.

Although not required as a prerequisite, the HSEEP Internet site (https://hseep.dhs.gov/pages/1001_HSEEP7.aspx) offers two independent study courses called IS 120 and IS 130. These may be helpful before you complete this course. These courses are also available at the FEMA training site (<http://training.fema.gov/IS/crslist.asp>) and through Trak-It.

Before beginning this course, download a copy of the HSEEP Manual at the Florida Department of Health internet site (<http://www.doh.state.fl.us/demo/php/training.htm>). For Trak-It users, the manual is attached as a Guide in the left side navigation bar where it can be viewed and downloaded. The

PowerPoint slides used in this training course contain a page reference number corresponding to the HSEEP manual content.

Slide Text:

Homeland Security Exercise Evaluation Program – HSEEP Mechanics Training

Goal: Building & Maintaining HSEEP Compliance within the Preparedness System.

(Image – man turning gears, “HSEEP: Plan, Train, Exercise & Evaluate”)

Audio Text:

The course is divided into four Modules.

In module one, we will provide an introduction to HSEEP and cover HSEEP Requirement 1 and the HSEEP Toolkit.

Modules two, three, and four will cover HSEEP Requirement 2.

Module four completes Requirement 2 and also covers HSEEP Requirements 3 and 4.

The training concludes with a test on what you have learned. You must successfully pass this test to get full credit for the course.

Slide Text:

Course Outline

Module 1

- Introduction
- HSEEP Requirement 1
- HSEEP Toolkit

Module 2

- HSEEP Requirement 2: Planning the Exercise

Module 3

- HSEEP Requirement 2: Drafting the Exercise

Module 4

- HSEEP Requirement 2: Conducting the Exercise
 - HSEEP Requirement 3
 - HSEEP Requirement 4
-

Audio Text:

Upon completion of this course, participants will be able to:

- Explain the role of exercises in the preparedness system.
- Identify the tools in the HSEEP Toolkit and describe the purpose of each.
- Describe the steps needed for planning, drafting, and conducting an exercise.
- Describe the purpose of and the steps needed for exercise evaluation, improvement planning and maintenance.

Slide Text:

Objectives

Participants will:

- Explain the role of exercises in the preparedness system.
 - Identify the tools in the HSEEP Toolkit and describe the purpose of each.
 - Describe the steps needed for planning, drafting, and conducting an exercise.
 - Describe the purpose of and steps needed for exercise evaluation, improvement planning, and maintenance.
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Audio Text:

Module 1 will present an introduction to exercises and HSEEP, HSEEP Requirement 1, and the HSEEP Toolkit.

Slide Text:

Module 1

- Introduction
 - HSEEP Requirement 1
 - HSEEP Toolkit
-

Audio Text:

There are four requirements for becoming HSEEP compliant. The Department of Homeland Security, the HSEEP parent agency, defines HSEEP compliance as:

- Develop a multi-year training and exercise plan for your organization.
- Use HSEEP Volumes I-III to plan and conduct exercises.
- Develop an exercise after action report and improvement plan.
- Track and implement improvement plan corrective actions.

Slide Text:

What does “HSEEP Compliance” mean?

The Department of Homeland Security States,*

“In order for an entity to be considered HSEEP compliant, it must satisfy four distinct performance requirements:

- Conducting an annual Training and Exercise Plan Workshop and developing and maintaining a Multi-Year Training and Exercise Plan,
- Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III
- Developing and submitting a properly formatted After-Action Report/Improvement Plan (AAR/IP)
- Tracking and implementing corrective actions identified in the AAR/IP.”

(*<https://hseep.dhs.gov/> see HSEEP 101: a program overview for first-timers.)

When you can put a check in each one of these boxes, you’re good to go.

See *Mechanics Manual* – Page 4

Audio Text:

Traditionally, many people wrote their plans, conducted training, and developed and evaluated exercises in “silos” with little reference or correspondence among these activities.

The next evolution was to consider planning, training, exercising and evaluation activities as a cycle. The cycle usually began with writing a plan, but some began the cycle by conducting training or by holding an exercise and evaluation. The thought was, “Let’s do an exercise and from the evaluation, we’ll find out what we need to do to write a plan.”

Most people, though, began the cycle by writing a plan, training their staff to the content of the plan, and then validating the plan by conducting an exercise and evaluating the results. The exercise evaluation results should inform revisions to the plan to restart the cycle. But many times, the exercise after action report did not include an improvement plan with a designated responsible person or the time to conclude a cited evaluation result or recommendation.

Slide Text:

(Image – 4 silos: Plan, Train, Exercise, Evaluate)

(Image – bicycle with Plan, Train, Exercise, Evaluate around the wheel)

Traditionally, plan writing, training, exercising, and evaluations were done in “silos” with little correspondence among these activities.

The next evolution was to consider planning, training, exercising, and evaluating as a cycle. The evaluation results should inform revisions to the plan to restart the cycle.

But, many times, the exercise evaluation after action report did not include an improvement plan designating responsible persons and times to conclude a cited evaluation result or recommendation.

See *Mechanics Manual* – Page 4

Audio Text:

It is important to recognize preparedness as a **system**. Preparedness requires the *continuous*, rather than the sequential, integration of plans, training programs, exercises, and evaluations. It is a system that functions like an operating machine.

Turning the planning gear, by writing or revising a plan, sets in motion the training gear, creating a new or refresher training on the plan. This motion turns the exercise and evaluation gear which may generate plans or training program revisions.

The basic processes and procedures are the same for exercise planning at the county, region, and department levels.

The goal of this training course is to help you to become HSEEP compliant – someone who can keep the gears turning and the preparedness machine running smoothly as you design it and maintain it.

Slide Text:

The Systems Approach

(Image – man turning gears, “HSEEP: Plan, Train, Exercise & Evaluate”)

Planning, Training, Exercising, and Evaluating are like gears driving the Preparedness Machine. The challenge is getting the gears to mesh.

The HSEEP Preparedness Systems Approach continually integrates plan development and revisions with training programs, exercises, and evaluations.

See *Mechanics Manual* – Page 5

Audio Text:

The first requirement in HSEEP compliance is developing and maintaining a Multi-Year Training and Exercise (MYT&E) Plan. The Florida Division of Emergency Management (DEM) is responsible for preparing the State of Florida Plan. The State Plan is based on regional and state agency plans, and regional plans are based on those developed at the county level.

The Multi-Year Training and Exercise Plan provides a roadmap for each agency to follow in accomplishing the overarching priorities as described in the Homeland Security Strategy.

Each Multi-Year Training and Exercise Plan priority is linked to an associated target capability and previous improvement plan actions, as applicable.

The Multi-Year Training and Exercise Plan is a living document. The basic training program and exercise and evaluation strategy is updated and refined at least annually as gaps, directives, and plans are identified and revised.

Slide Text:

HSEEP Compliance Requirement #1

- Conducting an annual Training and Exercise Plan Workshop, and developing and maintaining a Multi-Year Training and Exercise Plan.

The Multi-Year Training and Exercise (MYT&E) Plan employs a “building-block” approach in which training and exercise activities gradually escalate in complexity.

The plan must include:

- MYT&E priorities based on identified gaps in operational plans, training programs, and previous exercise improvement plans,
- Target Capabilities selected for training programs and exercises, and annual schedules of training activities and exercises.

See *Mechanics Manual* – Page 5

Audio Text:

The second HSEEP compliance requirement is to plan and conduct exercises following the guidelines in HSEEP Volumes I-III.

- Volume I is an overall HSEEP program development guidance document.
- Volume II describes basic processes and requirements for developing and conducting exercises.
- Volume III describes the exercise evaluation process and the development of after action reports and improvement plans.

The *HSEEP Mechanics Manual* condenses these three HSEEP volumes into one reference workbook.

Slide Text:

HSEEP Compliance Requirement #2

- Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III.

Volume I: HSEEP Overview and Exercise Program Management – guidance for building and maintaining an effective exercise program, summarizing Vols. II-III.

Volume II: Exercise Planning and Conduct – an outline of the standard foundation, design, development, and conduct process adaptable to all exercises.

Volume III: Exercise Evaluation and Improvement Planning – a methodology for evaluating and documenting exercises, and implementing an Improvement Plan.

These references do not require HSEEP registration to view online.

See *Mechanics Manual* – Page 6-7

Audio Text:

There are two additional HSEEP Volumes.

Volume IV provides examples and templates for exercise materials referenced in Volumes I, II, and III.

Volume V provides an overview of prevention exercises, information on the Terrorism Prevention Exercise Program (TPEP), and guidance and instructions on how to plan, conduct, and evaluate prevention-focused exercises. Volume V focuses on law enforcement-related information although it is a useful document for developing bioterrorism-scenario health exercises as well.

Volume V can be downloaded from the Lessons Learned and Information Sharing (LLIS) Internet site through a link on the HSEEP site. Access to the LLIS site requires acquisition of an additional username and password.

Slide Text:

Additional Exercise Guidelines

Volume IV: Sample Exercise Documents and Formats – provides sample exercise materials referenced in HSEEP Vols. I, II, and III.

Volume V: Prevention Exercises – provides an overview of prevention exercises, information on the Terrorism Prevention Exercise Program (TPEP), and guidance and instruction of how to plan, conduct, and evaluate a prevention-focused exercise using standard HSEEP methodology. This volume is found on the Lessons Learned Information System (LLIS) site through a link on the HSEEP site. The LLIS site requires a separate registration and login.

See *Mechanics Manual* – Page 7
(Image – 5 books)

Audio Text:

The HSEEP Toolkit contains useful tools and templates.

The HSEEP **Help Desk** is a user-friendly way to obtain additional “how-to” information on Toolkit use. The Help Desk is available through phone or email. Click on “Contact Us” on the main menu bar on the HSEEP Internet site.

Learning to use the Toolkit is essential to becoming fully compliant with HSEEP requirements 2, 3, and 5.

However, to use the toolkit you must become a registered HSEEP user. Scroll down to the technology section of the HSEEP Internet site. Click on “HSEEP Toolkit Login” and then “Contact Us/ Register for Account.” Registration approval is usually completed within 24-48 hours.

Slide Text:

HSEEP Compliance Requirement #2

- Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III.

Requires understanding and use of the HSEEP Toolkit. Use of the HSEEP Toolkit requires registration.

- To register... Go to: <https://hseep.dhs.gov/>
- In the Technology Section, click “HSEEP Toolkit Login.”
- At User Login, click “Contact Us/Register for Account.”
- List contact information in email and send.

Registration response will be sent in ~ 24-48 hours.

See *Mechanics Manual* – Page 8
(Image – User Login screen shot)

Audio Text:

The HSEEP Toolkit contains three heavy-duty tools that can be used to build and schedule exercises and maintain improvement plans. These are:

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

There is an online tutorial for using the HSEEP Toolkit.

Slide Text:

Heavy duty tools for building, scheduling, and maintaining exercise programs:

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

The Toolkit Tutorial can be found at: <https://hseep.dhs.gov/support/HSEEP TKTraining.htm>.

See *Mechanics Manual* – Page 7
(Image – tool box)

Audio Text:

The HSEEP Design and Development System (DDS) is a project management tool that provides you with templates and HSEEP guidance for developing timelines, planning teams, and exercise documentation.

The DDS planning process is described in *HSEEP Volume II: Exercise Planning and Conduct*. There is an example DDS Worksheet at the Attachment 1 to the *HSEEP Mechanics Manual*.

Using the DDS online template enables you to upload your schedule information into the National Exercise Schedule System.

Slide Text:

Tool #1 Design and Development System (DDS)
See HSEEP Vol. II: Exercise Planning and Conduct.

DDS is a project management tool for the design, development, conduct, and evaluation of exercises.

It provides an online template and guidance from HSEEP Volumes for developing timelines, planning teams, and documenting exercises.

Completing the DDS online allows immediate exercise posting into the National Exercise Schedule System.

DDS nails down the planning process. (Image – carpenter hammering a nail into a board)

See *Mechanics Manual* – Page 8

Audio Text:

The National Exercise Schedule System (NEXS) is an online tool for posting and accessing exercise schedules.

It allows NEXS users to synchronize exercises from local, through state, to federal levels. Entering exercises into NEXS enables others to view exercises occurring throughout the state and the country.

An important feature of NEXS is that it provides you with the opportunity to learn about exercises in other jurisdictions that may be useful in design of your own exercise, and for cross-jurisdiction exercise planning.

NEXS listings include a point of contact for the exercise. If you see an exercise that looks interesting, call the contact person and ask if you can participate in his or her exercise as an observer. You may get valuable insights in designing exercises for your own agency or jurisdiction.

Slide Text:

Tool #2 National Exercise Schedule (NEXS) System
See HSEEP Vol. II: Exercise Planning and Conduct.

NEXS is an online tool for posting exercise schedules.

It synchronizes exercises from the local level through the state and federal levels.

It documents exercises into schedules visible to federal partners who provide funding.

NEXS synchronizes calendars. (Image – man with a screw driver)

See *Mechanics Manual* – Page 8

Audio Text:

The Corrective Action Program System is an online application that enables you to prioritize, track, and analyze improvement plans developed from exercises and *real-world* events. Features of the CAP System include:

- Improvement plan creation and maintenance
- Corrective action assignment and tracking
- Reporting and analysis.

The CAP System is based on the process described in HSEEP Volume III: Exercise Evaluation and Improvement Planning.

Slide Text:

Tool #3 Corrective Action Program (CAP) System

See HSEEP Vol. III: Exercise Evaluation and Improvement Planning.

The CAP System includes Improvement Plan (IP) creation and maintenance, and corrective action assignment and tracking.

It enables users to prioritize, track, and analyze IPs from exercises and real-world events.

The CAP System tightens up improvement planning. (Image – man with a wrench)

See *Mechanics Manual* – Page 8

Audio Text:

Other HSEEP tools for exercise development include the:

- Master Scenario Event List Builder (MSEL)
- Exercise Evaluation Guidelines Builder (EEG)

The MSEL is a sequential list of events or actions called “injects” that keep the exercise moving forward. In discussion-based exercises, injects may be verbal or written instructions, simulated emails, videos, or sound recordings. In operations-based exercises, injects may be radio or telephone calls from a simulation center, instructions from a controller, or an explosion simulator.

The HSEEP MSEL Builder allows exercise planners and developers to create customized MSEL formats and injects from a list of data fields.

The Exercise Evaluation Guidelines (EEG) are used to evaluate exercise objectives that are based on Target Capabilities. Not all Target Capabilities are applicable in every exercise. The EEG Builder allows you to create customized EEGs by choosing activities from a selected Target Capability objective that does apply to your exercise.

Slide Text:

Other Tools in the HSEEP Toolkit
The MSEL Builder

The Master Scenario Event List (MSEL) is a sequential list of events or actions called “injects” that move the exercise forward and facilitate evaluation of objectives. The MSEL Builder allows users to select from predefined exercise information to create individual injects.

Exercise/Evaluation Guidelines (EEG) Builder can be used to customize EEGs by selecting activities from Target Capability objectives to be evaluated during an exercise.

See *Mechanics Manual* – Page 9
(Image – clipboard with checklist and pencil)

Audio Text:

This concludes Module 1; next please complete the module quiz to check your understanding.

Slide Text:

Conclusion of Module 1
Next – Complete the module quiz to check your understanding.

This quiz may not be accessible to all users. For a more accessible version of this quiz, please contact us by email at PHMP_TrainEx@doh.state.fl.us

HSEEP Mechanics Self-Paced Training

Module 1 Learning Check

1. In developing a preparedness system that includes planning, training, exercising and evaluating:
 - a. Begin in the planning silo before entering the training silo.
 - b. Begin the cycle by training your exercise team.
 - c. Begin the cycle by writing a plan. When you get to the evaluation point on the cycle, congratulations, you're done.
 - d. Allow for continuous integration of all four components.

2. The HSEEP Toolkit:
 - a. Requires a certificate of HSEEP compliance for access.
 - b. Requires user registration.
 - c. Is ICS compliant.
 - d. Consists of user components for Law Enforcement, Public Health, Hospitals, and Emergency Management.

3. The first requirement in HSEEP compliance is:
 - a. Successfully complete an approved HSEEP training course.
 - b. Develop a Training Roadmap
 - c. ICS 700, 100, and 200.
 - d. Conduct a Training and Exercise Plan Workshop.

Module 1 Learning Check Answer Key

1. In developing a preparedness system that includes planning, training, exercising and evaluating:
 - d. Allow for continuous integration of all four components.
2. The HSEEP Toolkit:
 - b. Requires user registration.
3. The first requirement in HSEEP compliance is:
 - d. Conduct a Training and Exercise Plan Workshop.

Slide Text:

Next – Please proceed to Module 2

- Via the Website – click the “back button” at the top of the computer screen to return to the DOH Preparedness and Response Training website and open the Module 2 presentation. (<http://www.doh.state.fl.us/demo/php/training.htm#exercise>)
- Via Trak-It – click the house below to return to the course menu; then click Module 2.

(Image: picture of the back button)