



FEMA

HSEEP Exercise Design Guidance Recommended Exercise Planning Timeline Discussion-Based Exercises

Activity	Task	Task Materials	Relationship to Key Events in Workdays/Weeks (Approximately)
Exercise Foundation	Develop exercise budget	<ul style="list-style-type: none"> Sponsor agency's budget format 	5 months before exercise
	Identify Exercise Planning Team members	<ul style="list-style-type: none"> Exercise Planning Team organization chart 	5 months before exercise
Initial Planning Conference (IPC)	Develop IPC materials	<ul style="list-style-type: none"> IPC presentation Agenda Sign-in sheets Invitations Read-ahead packet Participating agency list 	3 to 4 weeks before IPC
	Send IPC invitations and read-ahead packet to Exercise Planning Team	<ul style="list-style-type: none"> Invitations Read-ahead packet 	2 to 3 weeks before IPC
	Finalize IPC materials	<ul style="list-style-type: none"> IPC presentation Agenda Sign-in sheets Master task list 	3 days before IPC
	Conduct IPC	<ul style="list-style-type: none"> 2 to 6 hours 	3 months before exercise
	Provide IPC minutes to Exercise Planning Team	<ul style="list-style-type: none"> IPC minutes 	7 to 9 days after IPC
Final Planning Conference (FPC)	Develop draft Situation Manual (SitMan)	<ul style="list-style-type: none"> Draft SitMan 	2 weeks before FPC
	Finalize FPC materials	<ul style="list-style-type: none"> FPC presentation Agenda Master task list Sign-in sheet Draft SitMan 	1 week before FPC
	Conduct FPC	<ul style="list-style-type: none"> 4 to 6 hours 	6 weeks before exercise
	Conduct walkthrough of exercise site facilities	<ul style="list-style-type: none"> N/A 	Following conclusion of FPC



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	Provide FPC minutes to Exercise Planning Team	<ul style="list-style-type: none"> FPC minutes 	7 to 9 days after FPC
Exercise Conduct	Finalize SitMan and exercise presentation	<ul style="list-style-type: none"> SitMan Presentation 	10 days before exercise
	Set up facility and review presentation	<ul style="list-style-type: none"> Presentation Room layout 	1 day before exercise
	Conduct exercise	<ul style="list-style-type: none"> Presentation SitMan Sign-in sheets Badges 	Exercise
	Conduct Hot Wash	<ul style="list-style-type: none"> Participant feedback forms 	Immediately after exercise
After Action Report (AAR)/ Improvement Plan (IP)	Develop draft AAR/IP	<ul style="list-style-type: none"> Hot Wash minutes Participant feedback forms Draft AAR/IP 	3 weeks after exercise
	Send draft AAR/IP to sponsor agency and Exercise Planning Team	<ul style="list-style-type: none"> Draft AAR/IP 	4 weeks after exercise
After Action Conference	Conduct After Action Conference	<ul style="list-style-type: none"> Presentation Agenda Sign-in sheets IP matrix Draft AAR/IP 	5 weeks after exercise
Final AAR/IP	Finalize AAR/IP and distribute to sponsor agency and Exercise Planning Team	<ul style="list-style-type: none"> Final AAR/IP 	2 months after exercise
	Share lessons learned, best practices, and successes identified in final AAR/IP	<ul style="list-style-type: none"> Final AAR/IP 	2 months after exercise