



FEMA

Homeland Security Exercise and Evaluation Program (HSEEP) Recommended Exercise Planning Timeline Operations-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 	Minimum 7 months before exercise
	Identify Exercise Planning Team members	<ul style="list-style-type: none"> ▪ Exercise Planning Team organization chart 	Minimum 7 months before exercise
Initial Planning Conference (IPC)	Develop IPC materials	<ul style="list-style-type: none"> ▪ IPC presentation ▪ Agenda ▪ Sign-in sheets ▪ Sample objectives ▪ 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 ▪ Sample objectives ▪ Participating agency list 	3 days before IPC
	Conduct IPC	<ul style="list-style-type: none"> ▪ Approximately 4 hours 	Minimum 6 months before exercise
	Provide IPC minutes to Exercise Planning Team	<ul style="list-style-type: none"> ▪ IPC minutes 	11 days after IPC
Midterm Planning Conference (MPC)	Develop draft Exercise Plan (ExPlan)	<ul style="list-style-type: none"> ▪ Draft ExPlan 	30 days before MPC
	Develop draft Master Scenario Events List (MSEL)	<ul style="list-style-type: none"> ▪ Draft MSEL 	Minimum 5 days before MPC



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	Finalize MPC materials	<ul style="list-style-type: none"> ▪ Draft ExPlan ▪ Draft MSEL ▪ MPC presentation ▪ Agenda ▪ Sign-in sheets ▪ Master Task List 	5 days before MPC
	Conduct MPC	<ul style="list-style-type: none"> ▪ 4 to 6 hours 	Minimum 3 months before exercise
	Conduct exercise site walkthrough	<ul style="list-style-type: none"> ▪ N/A 	Following MPC
	Provide MPC minutes to Exercise Planning Team	<ul style="list-style-type: none"> ▪ MPC minutes 	14 days after MPC
Final Planning Conference (FPC)	Finalize ExPlan	<ul style="list-style-type: none"> ▪ ExPlan 	Minimum 75 days before FPC
	Develop draft Controller and Evaluator (C/E) Handbook	<ul style="list-style-type: none"> ▪ Draft C/E Handbook 	Minimum 10 days before FPC
	Develop media/public information handout	<ul style="list-style-type: none"> ▪ Media/public information handout 	Minimum 10 days before FPC
	Develop communications plan	<ul style="list-style-type: none"> ▪ Draft communications plan 	Minimum 10 days before FPC
	Finalize FPC materials	<ul style="list-style-type: none"> ▪ Media/public information handout ▪ Draft C/E Handbook ▪ Draft communications plan ▪ Draft MSEL ▪ ExPlan ▪ FPC presentation ▪ Agenda ▪ Sign-in sheets ▪ Master task list 	Minimum 5 days before FPC
	Conduct FPC	<ul style="list-style-type: none"> ▪ 4 to 6 hours 	Minimum 6 weeks before exercise
	Finalize C/E assignments	<ul style="list-style-type: none"> ▪ C/E assignments 	Before conclusion of FPC



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	Finalize assembly area handout	<ul style="list-style-type: none"> ▪ Assembly area handout 	Before conclusion of FPC
	Provide FPC minutes to Exercise Planning Team	<ul style="list-style-type: none"> ▪ FPC minutes 	2 days after FPC
Exercise Conduct	Distribute ExPlan to participating agencies and/or organizations	<ul style="list-style-type: none"> ▪ ExPlan 	25 days before exercise
	Conduct Controller And Evaluator Training/Briefing and distribute C/E packet	<ul style="list-style-type: none"> ▪ Presentation ▪ C/E packet (C/E Handbook, MSEL, Communications Plan, C/E assignments) 	Minimum 1 day before exercise
	Set up facility	<ul style="list-style-type: none"> ▪ N/A 	1 day before exercise
	Conduct exercise participant briefings (and moulage if applicable)	<ul style="list-style-type: none"> ▪ Actor brief ▪ Actor waiver forms ▪ Sign-in sheets ▪ Badges ▪ Triage/symptom tags ▪ Player brief ▪ Media/observer brief 	Just before exercise
	Conduct exercise	<ul style="list-style-type: none"> ▪ N/A 	Exercise
	Conduct Hot Wash	<ul style="list-style-type: none"> ▪ Participant Feedback Forms 	Maximum 2 hours after exercise
	Conduct C/E Debriefing	<ul style="list-style-type: none"> ▪ C/E Debriefing presentation 	Maximum 1 day after exercise
	Provide Hot Wash minutes, C/E Debriefing minutes, and Participant Feedback Forms to Exercise Planning Team	<ul style="list-style-type: none"> ▪ Hot Wash minutes ▪ C/E Debriefing minutes ▪ Participant Feedback Forms 	3 to 4 days after exercise



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Recommended Exercise Planning Timeline
Operations-Based Exercises**

Activity	Task	Task Materials	Relationship to Key Events in Workdays/Weeks (Approximately)
After Action Report/ Improvement Plan (AAR/IP)	Develop draft AAR/IP	<ul style="list-style-type: none"> Draft AAR/IP 	2 to 3 weeks after exercise
	Provide draft AAR 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"> After Action Conference presentation Agenda Sign-in sheets 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 	60 days after exercise
	Share lessons learned, best practices, and successes identified in final AAR/IP	<ul style="list-style-type: none"> Final AAR/IP 	60 days after exercise
	Track improvements	<ul style="list-style-type: none"> Final AAR/IP 	Continuous, with annual reviews